# Photoshop Elements 4.0 In Pictures

by Judy Blair

in pictures

www.inpics.net

# Photoshop Elements 4.0 In Pictures

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# Elements Basics

In this section, you'll learn how to:

- **Create GIFs**
- **Create JPEGs**
- **Resize graphics**
- **Flip and rotate graphics**

**1.** Open a web browser, then go to:

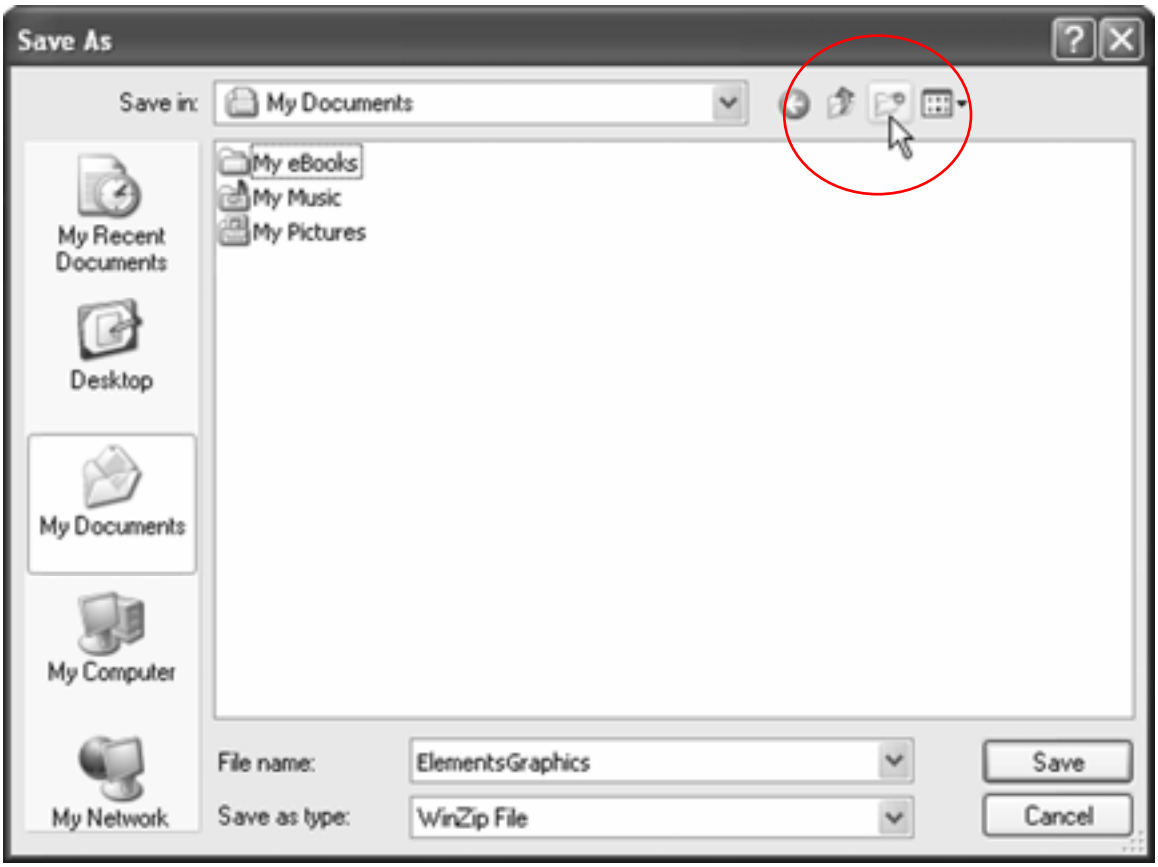
**www.inpics.net/books/pse4**

**2.** Right click the **Download Photoshop Elements Practice Files** link.

**3.** When the menu appears, click **Save Target As**.

**4.** When the **Save As** window appears, navigate to the **My Documents** folder.

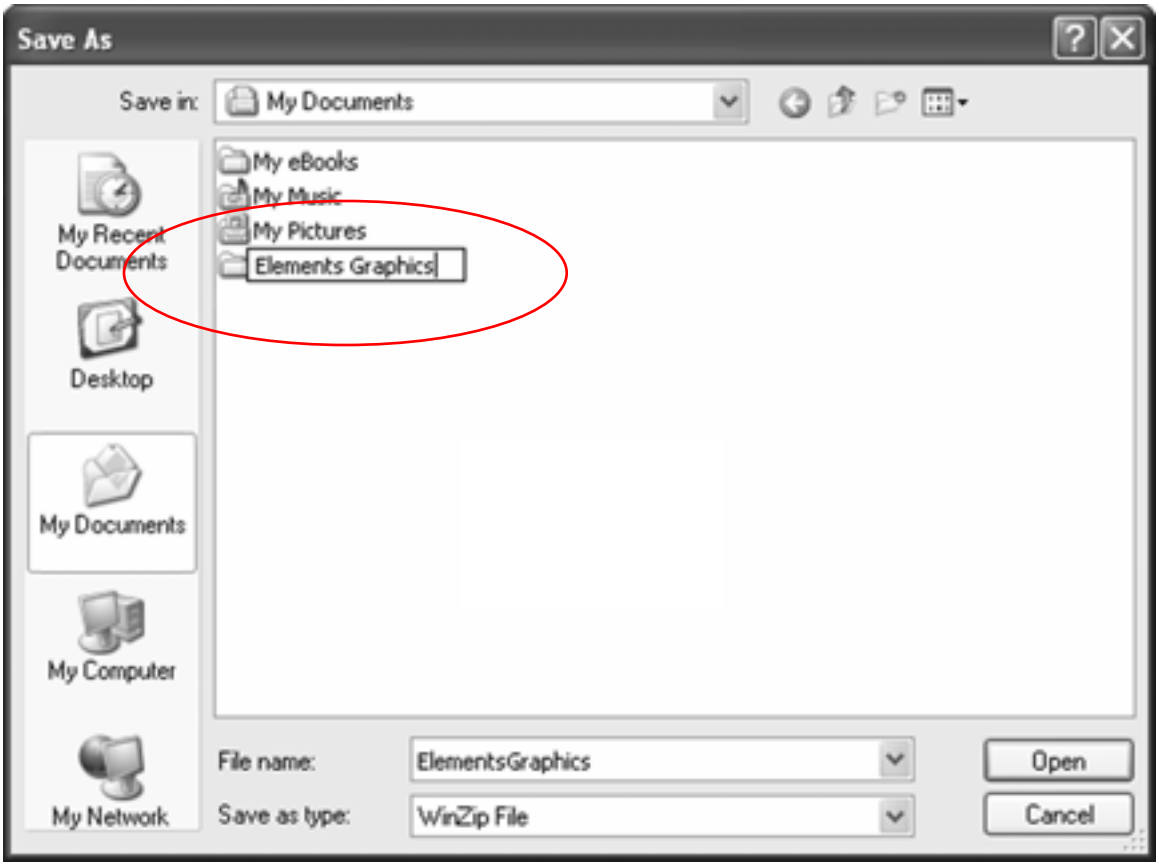
Then click the icon.



**5.** Type:

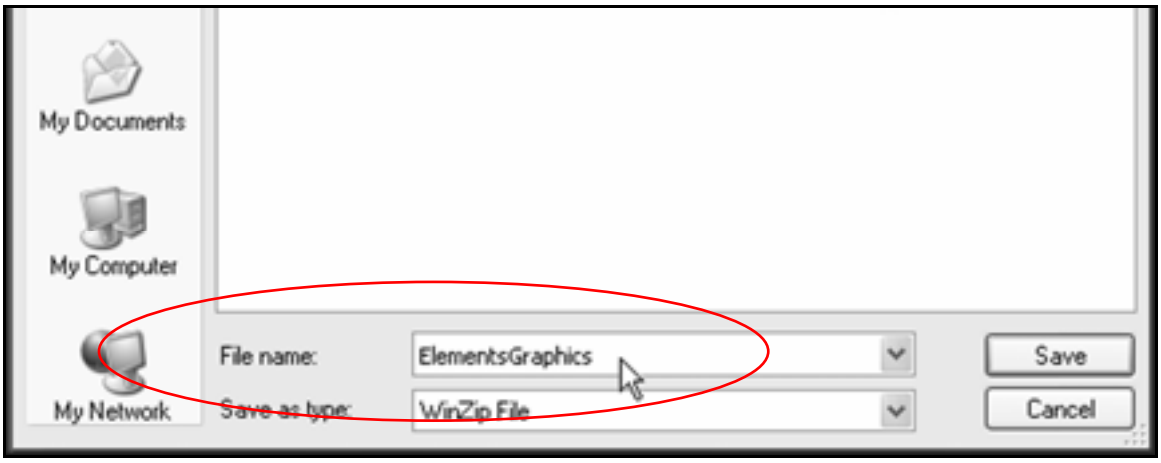
**Elements Graphics**

then press the **ENTER** key on your keyboard.



**6.** Double-click the **Elements Graphics** folder to open it.

**ElementsGraphics.zip** should appear in the **File name** box.

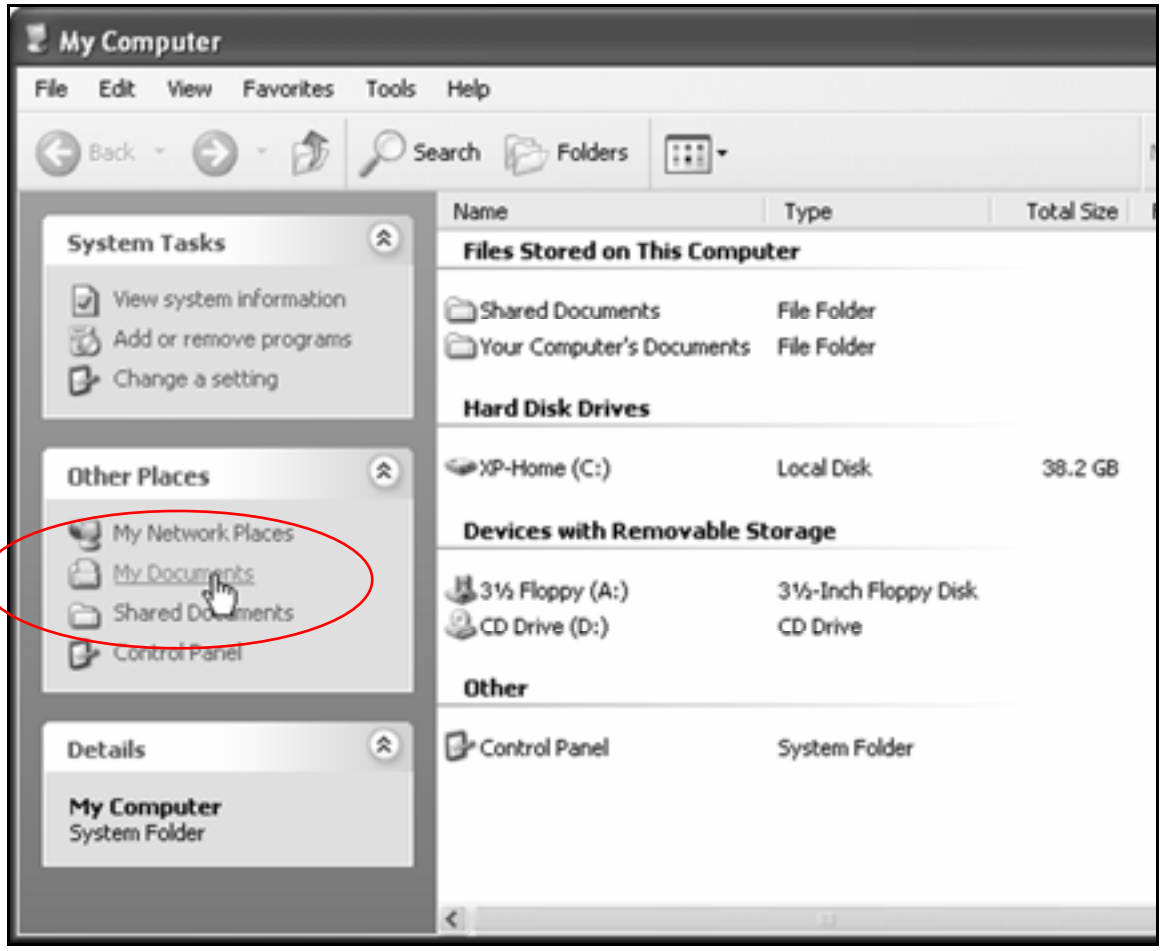



**7.** Click the Save button.

**8.** Close the web browser.

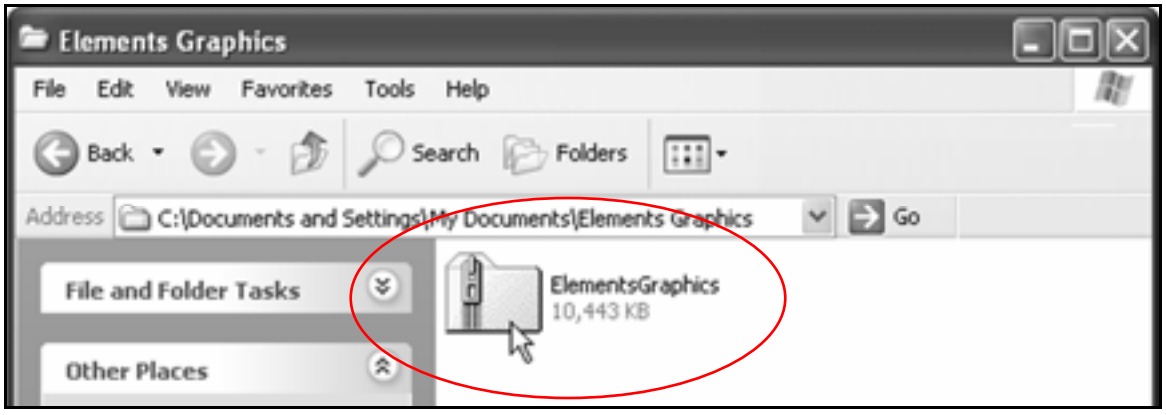
**9.** On the Desktop, double-click the **My Computer** icon.

**10.** When the window appears, click the **My Documents** folder to open it.

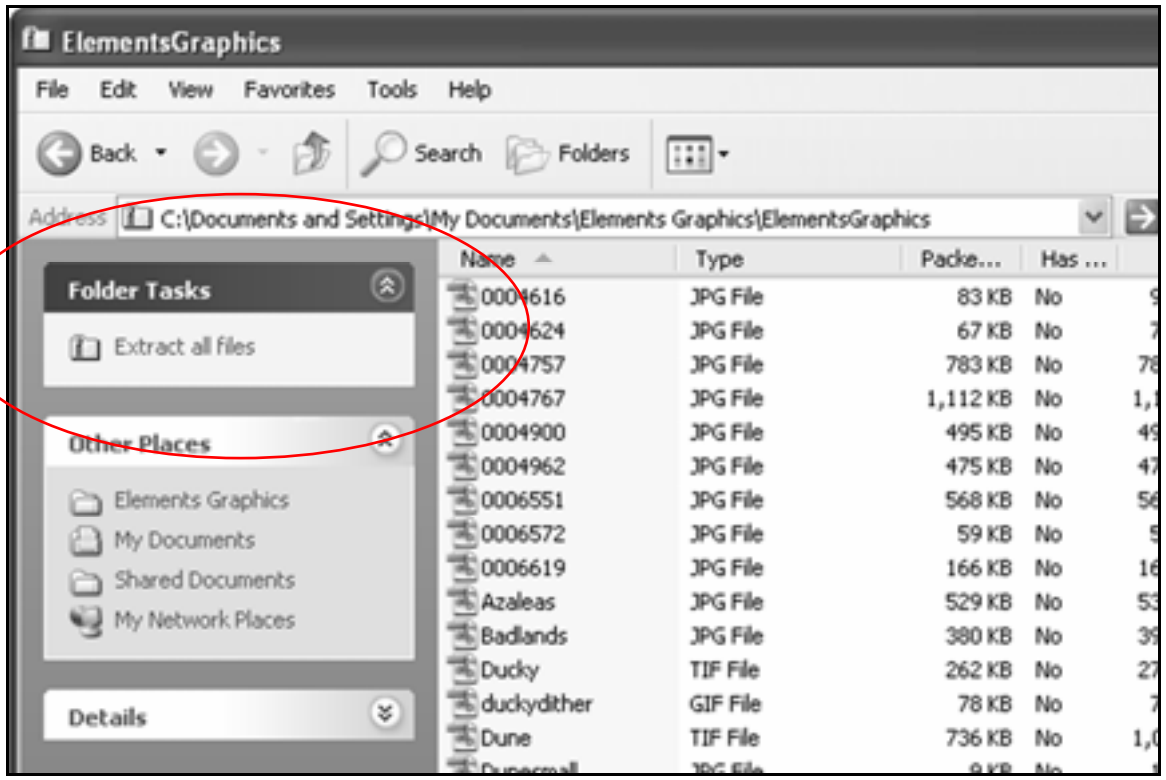



**11.** Double-click the **Elements Graphics** folder to open it.

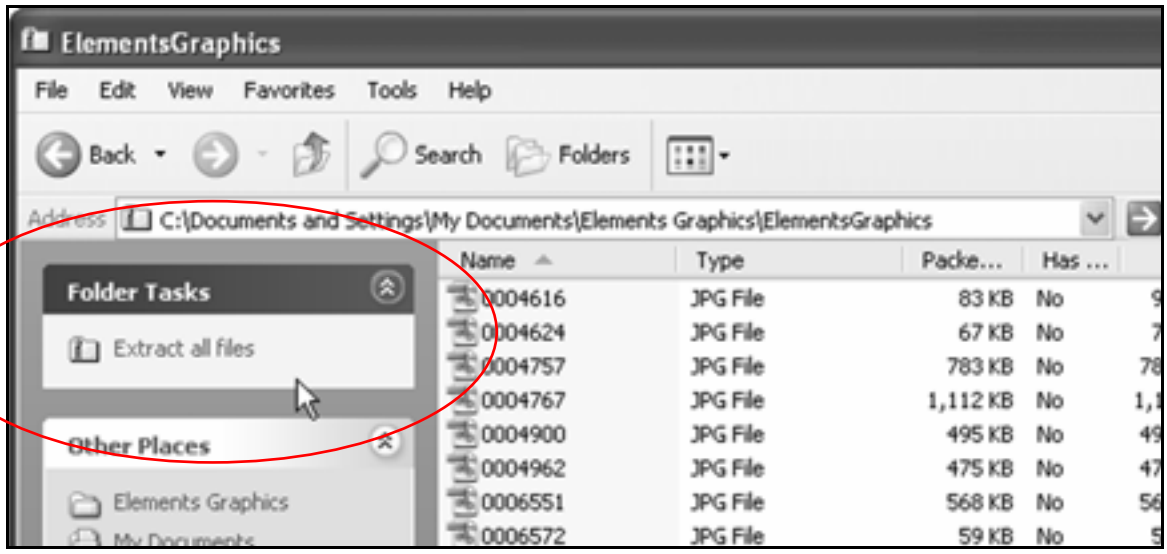
**12.** In the right pane, double-click **ElementsGraphics.zip**.



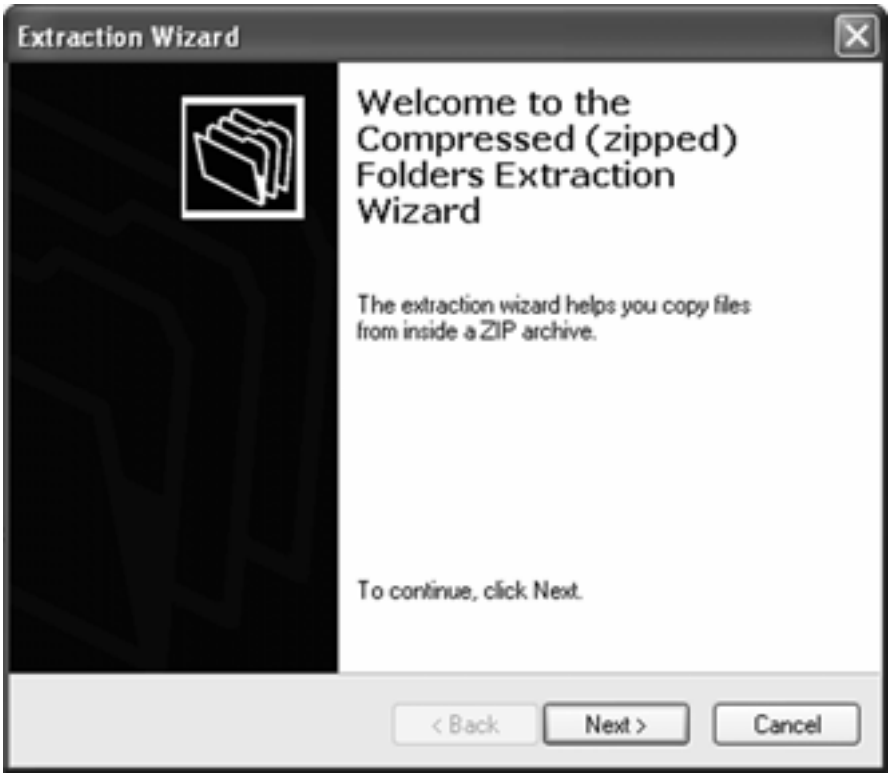
Windows Explorer showing **Folder Tasks** should open:




**13.** Click **Extract all files**.



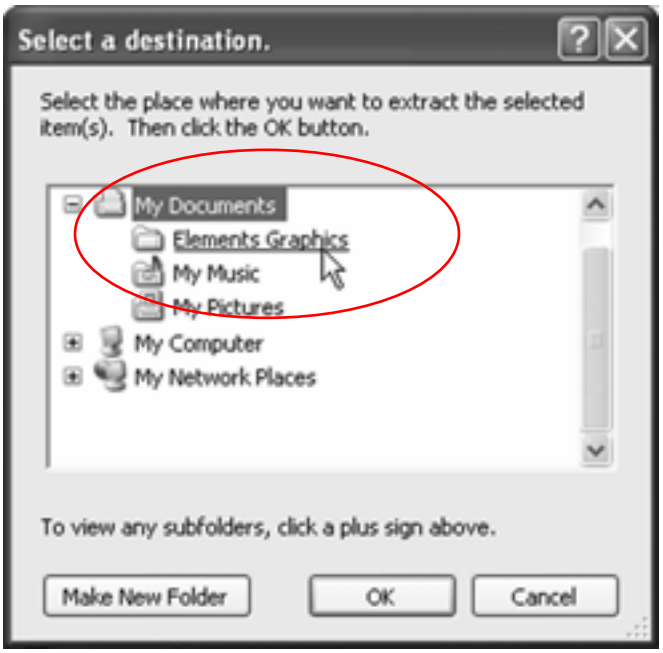
The **Extraction Wizard** window should appear:




**14.** Click the Next > button.

**15.** When the **Select a Destination** screen appears, click the Browse... button.

Then click the **Elements Graphics** folder.



**16.** Click the

button.

**17.** When the **Extraction Complete** window appears, click the

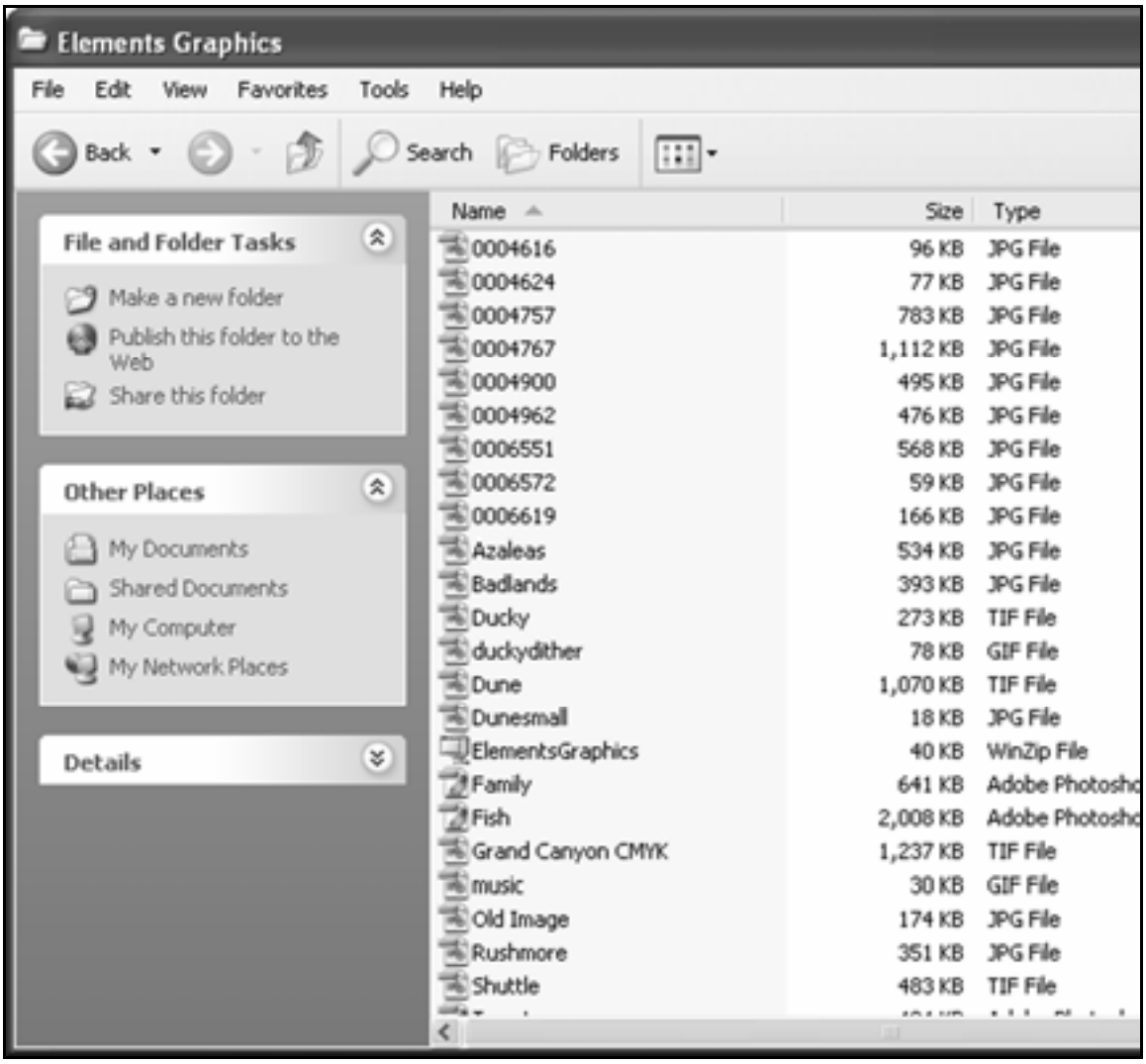
button.

**Tip:** *If your version of Windows doesn't have the Extraction Wizard and you don't have a copy of WinZip on your computer—just go to:*

**www.winzip.com**

*and download a copy of WinZip. You can install it and use it free for 21 days.*

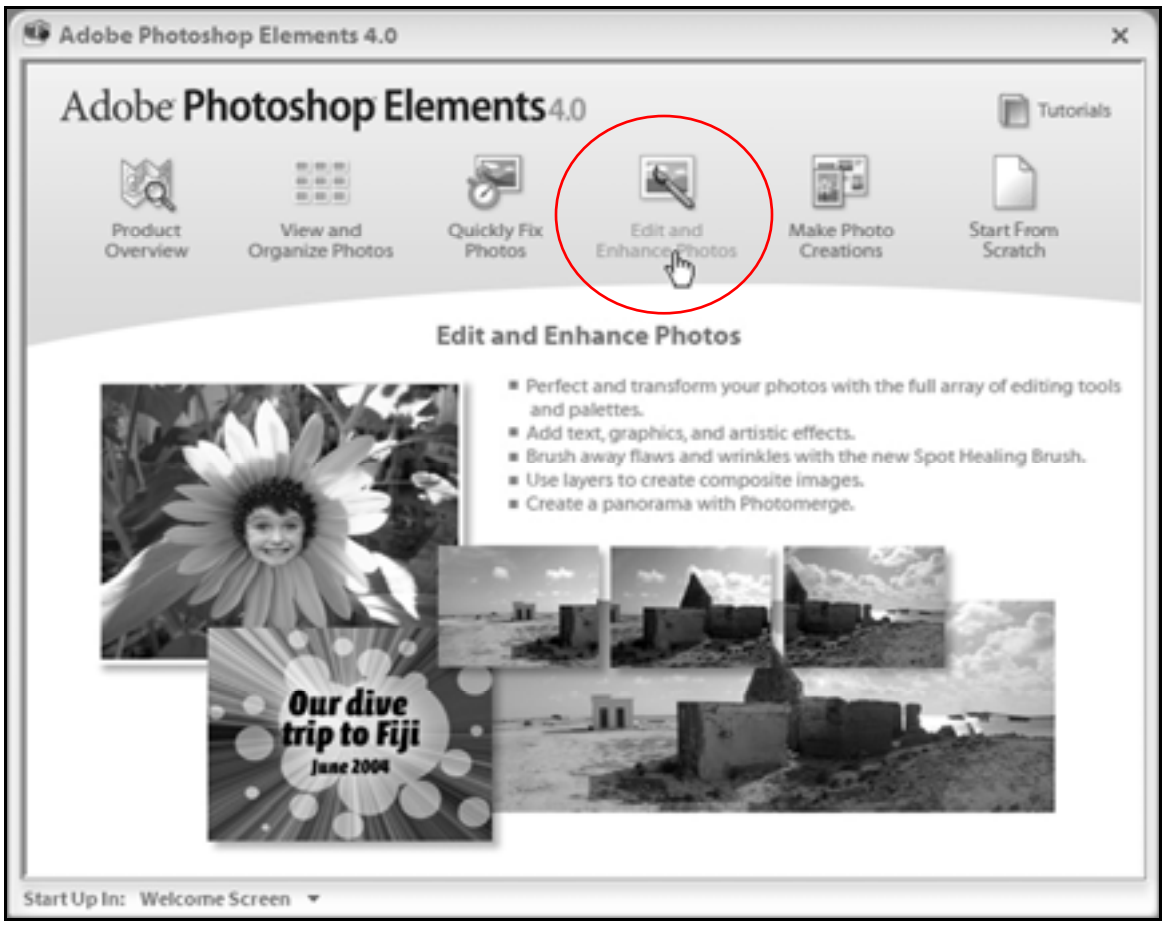
The graphics contained in the **ElementsGraphics.zip** file should now be listed in the **Elements Graphics** folder:



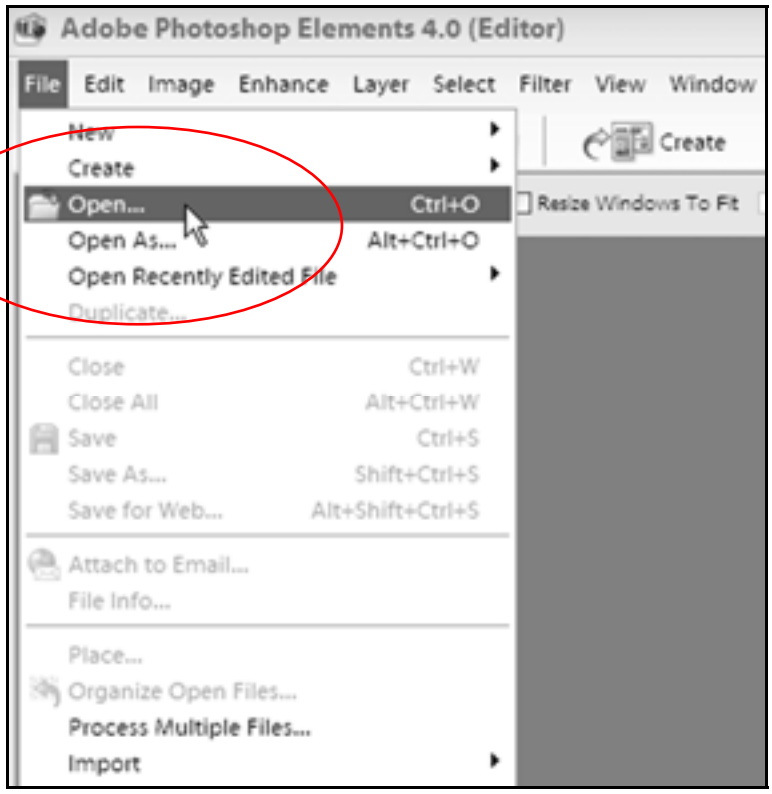
# Create GIFs

1. Open Photoshop Elements.

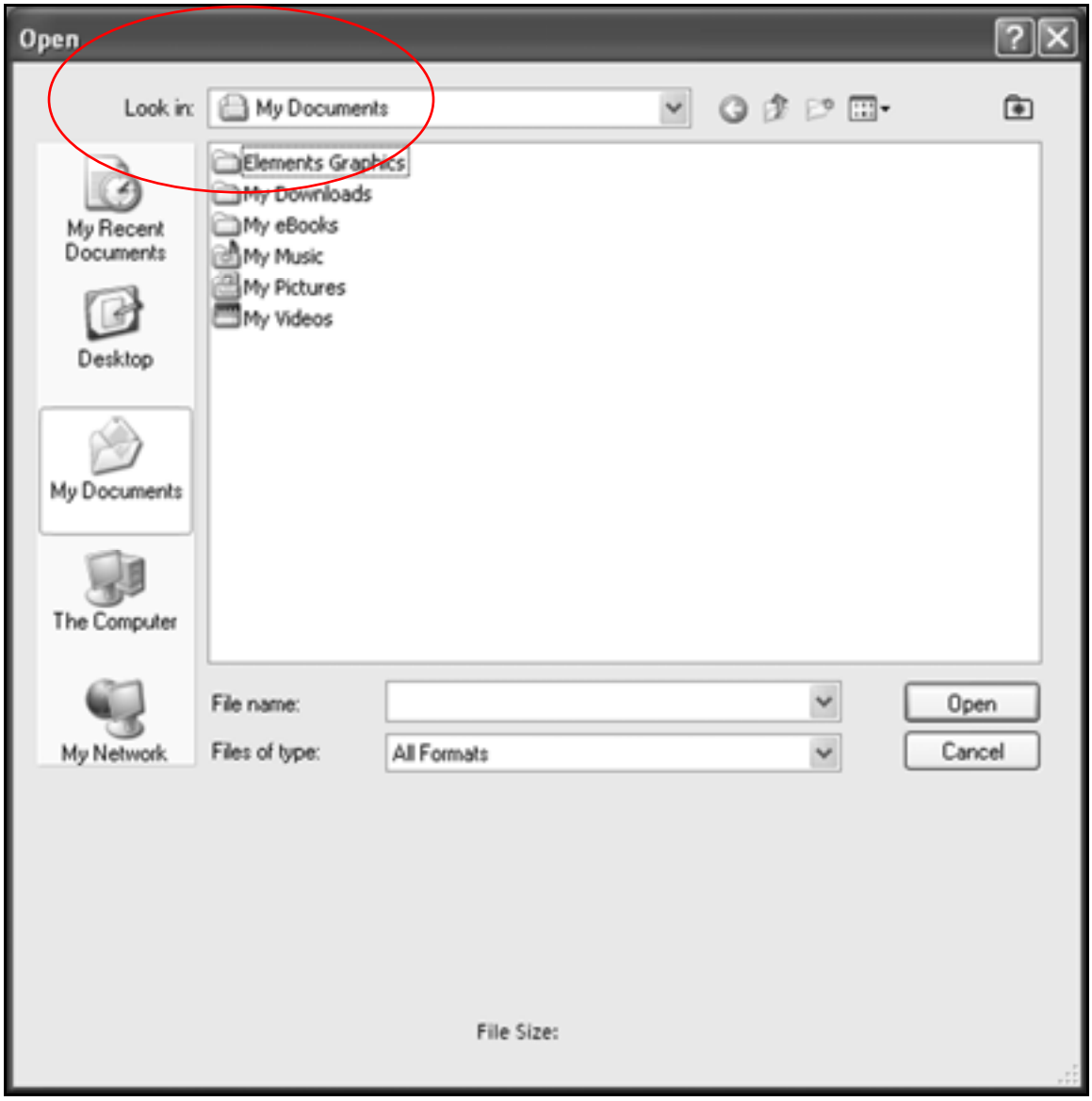
2. When the Welcome screen appears, click **Edit and Enhance Photos**.



**3.** On the Menu Bar, click **File**, then **Open**.

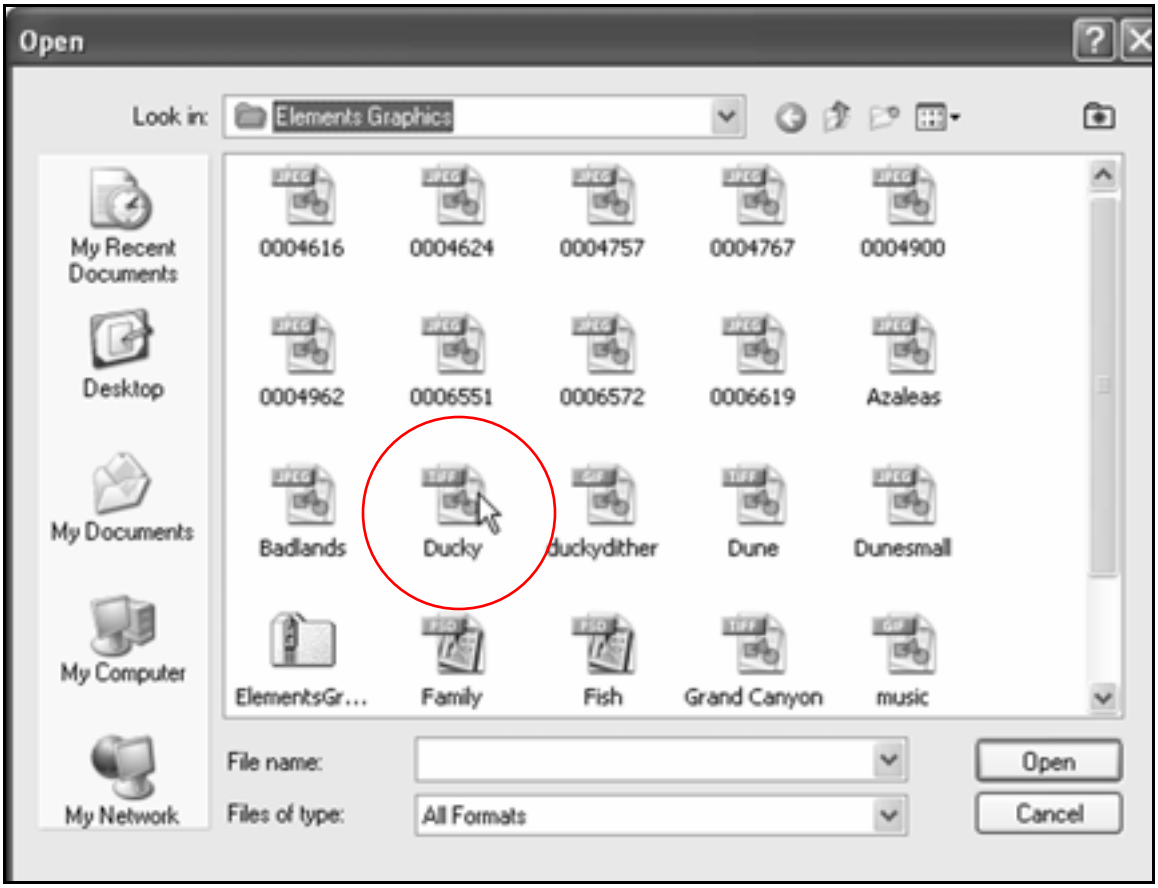


**4.** When the **Open** window appears, make sure the **My Documents** folder is in the **Look in** box.



**5.** Double-click the **Elements Graphics** folder to open it.

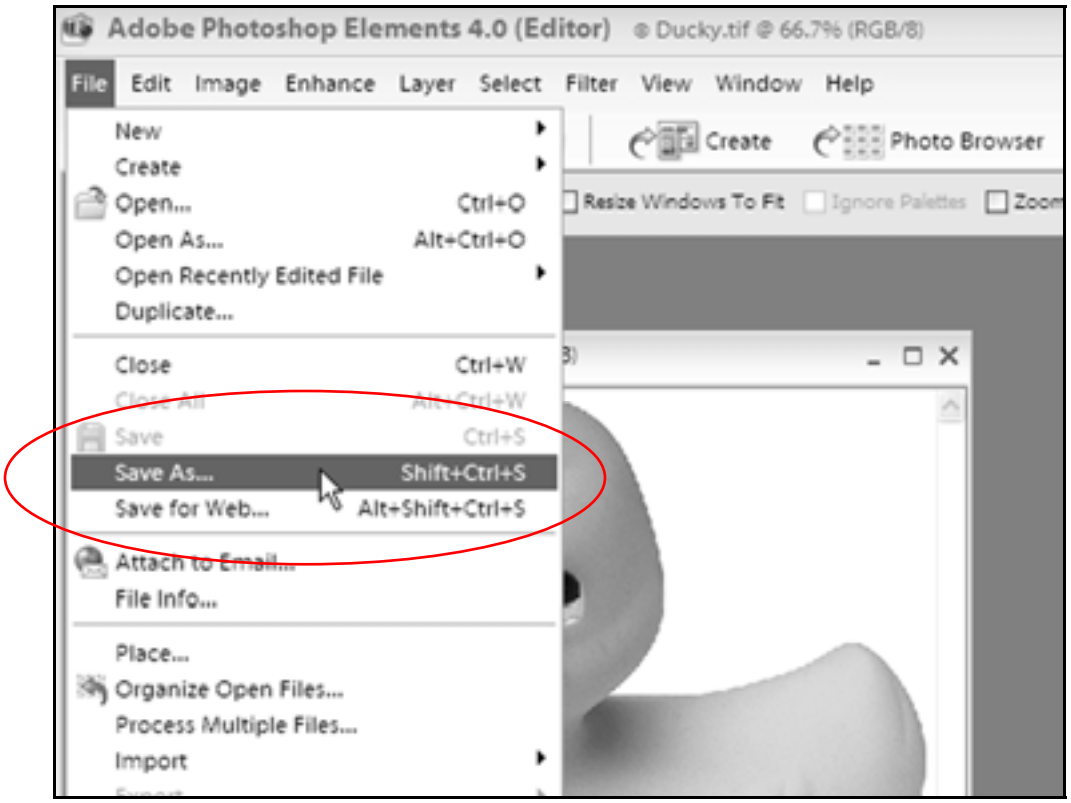
**6.** Click **Ducky.tif**.



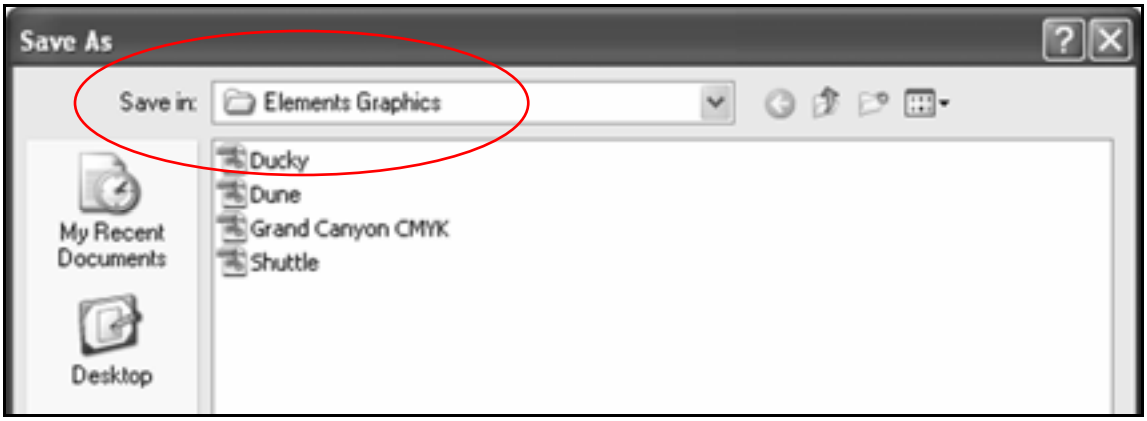

Then click the Open button.

It should look like this:

**7.** On the Menu Bar, click **File**, then **Save As**.




**8.** When the **Save As** window appears, the **Elements Graphics** folder should be showing in the **Save in** box.

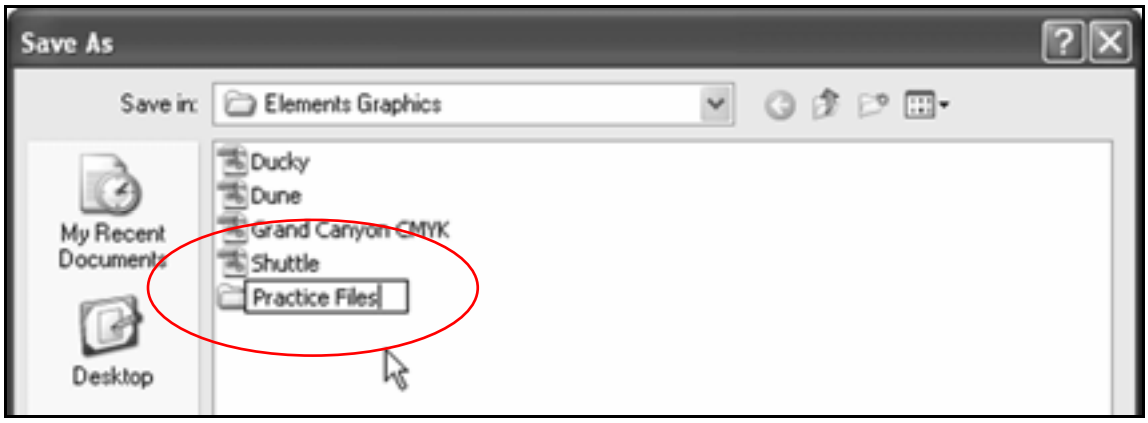


**9.** Click the icon.

**10.** When the **New Folder** box appears, type:

**Practice Files**

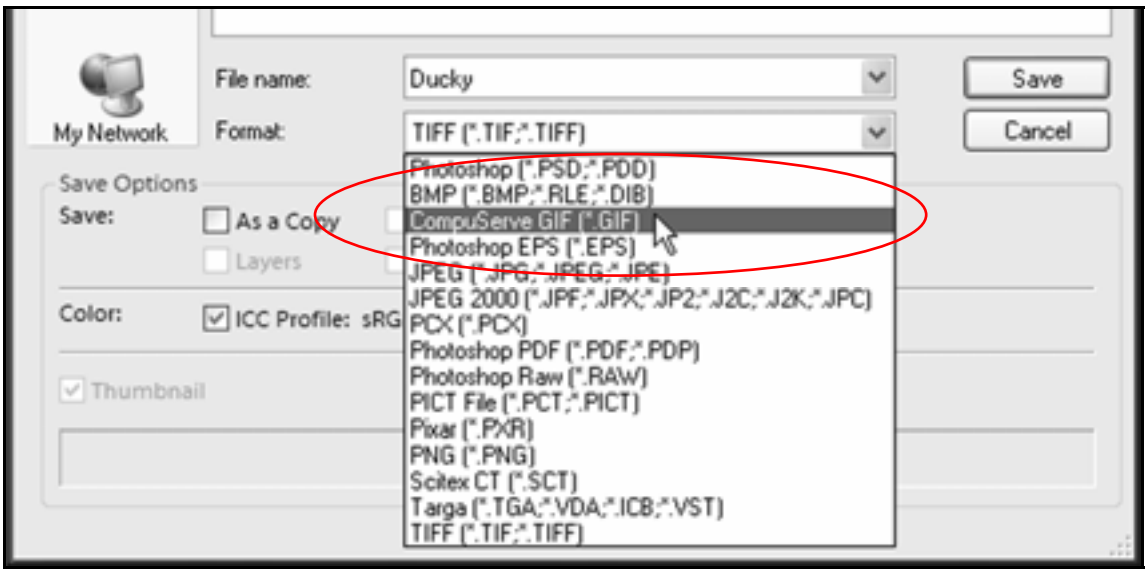
Then press the **ENTER** key on your keyboard.




**11.** Double-click the **Practice Files** folder to open it.

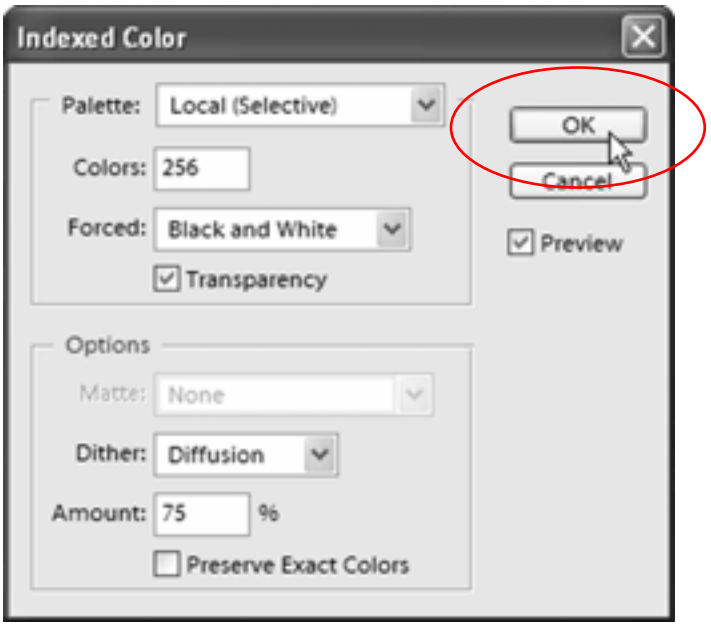
It should appear in the **Save in** box.

**12.** In the **Format** drop-down list, click **CompuServe.GIF (*GIF)**.

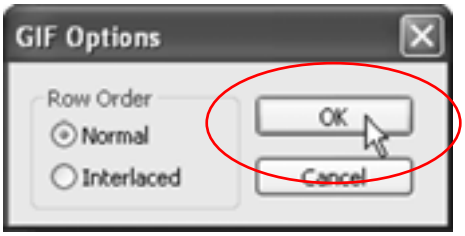



**13.** Click the Save button.

**14.** When the **Indexed Color** window appears, click the OK button.

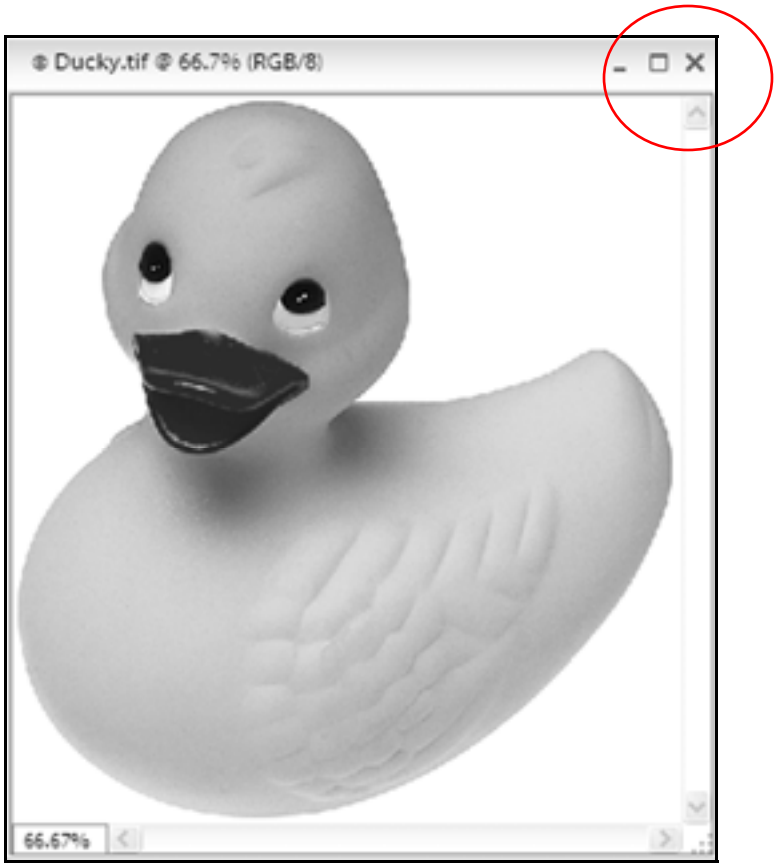


**15.** When the **GIF Options** window appears, click the OK button.




You have now saved a graphic in GIF format, in the **Practice Files** folder.

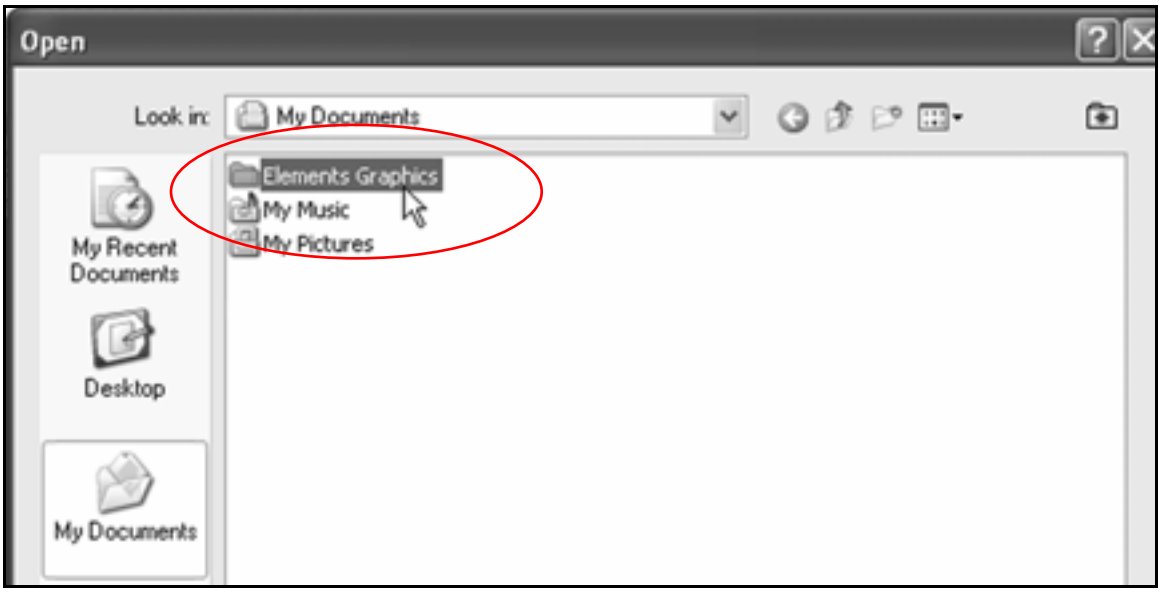
**16.** Click the window's icon to close **Ducky.tif**.



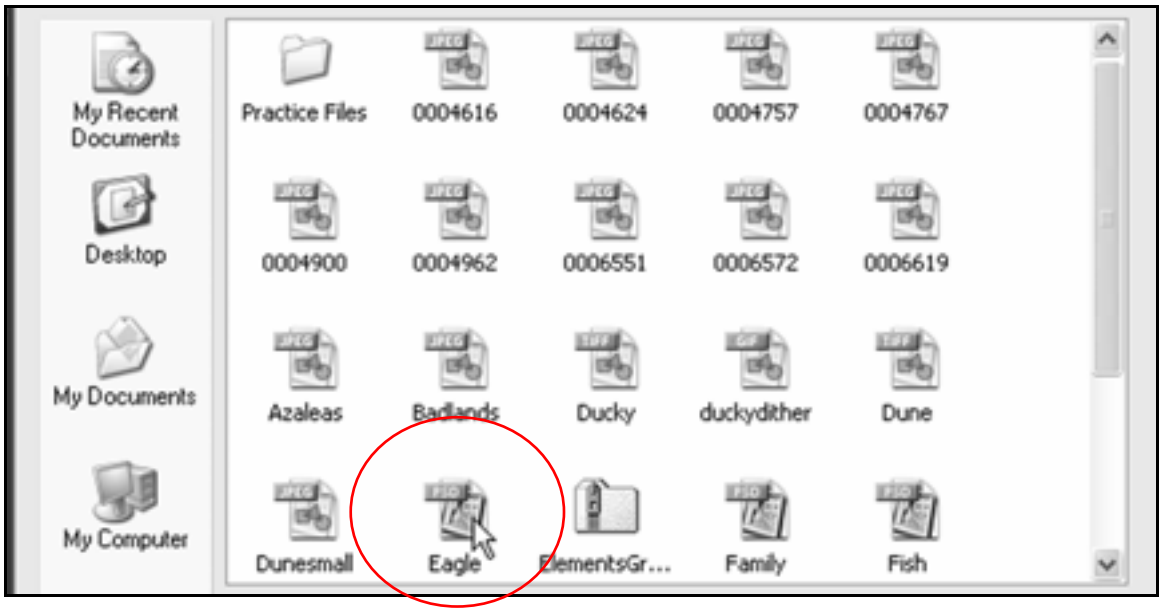
# Create JPGs

1. On the Menu Bar, click **File**, then **Open**.

2. Navigate to the **Elements Graphics** folder.



**3.** Click **Eagle.psd**.



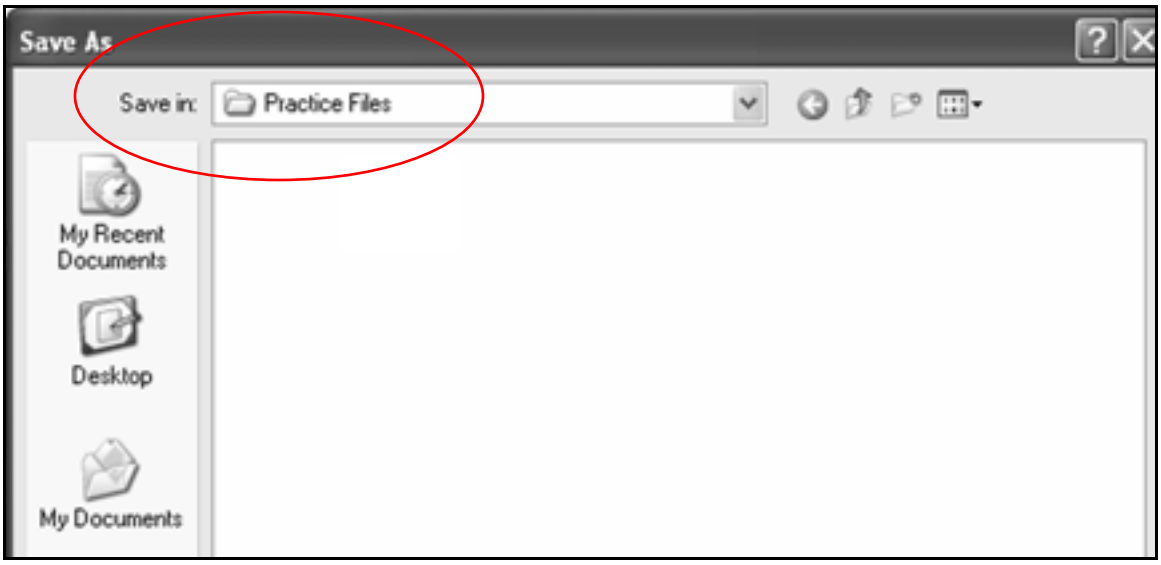

Then click the Open button.

It should look like this:

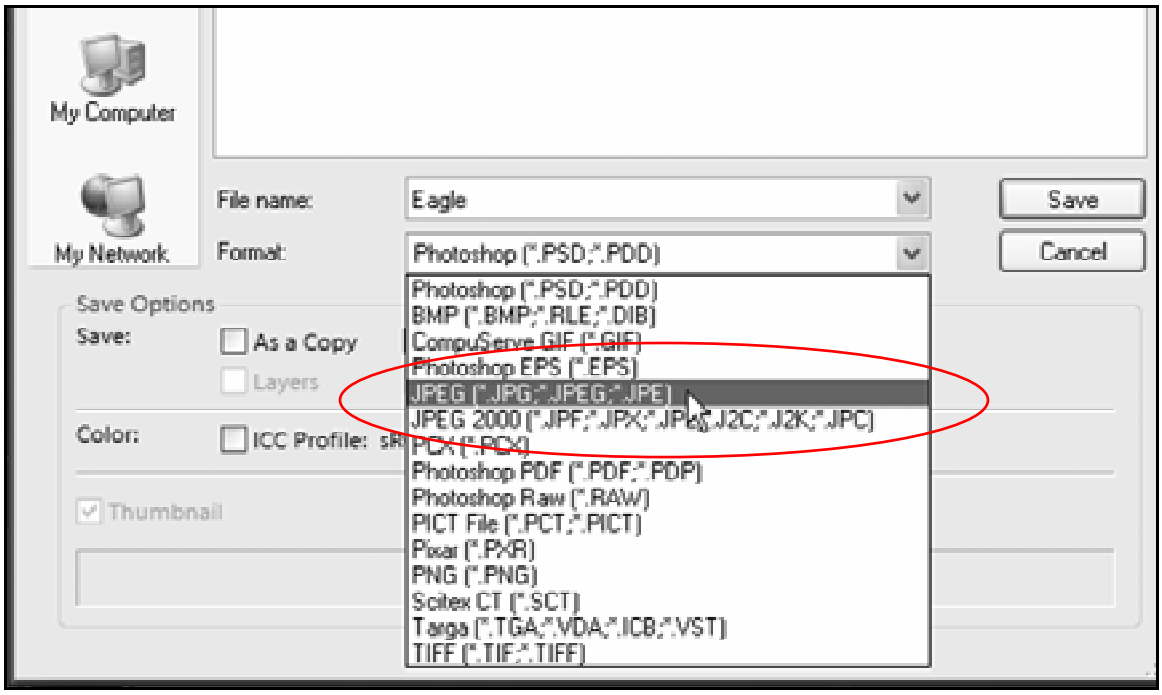
**4.** On the Menu Bar, click **File**, then **Save As**.

**5.** When the **Open** window appears, navigate to the **Practice Files** folder at:

**C:\My Documents\Elements Graphics\Practice Files**

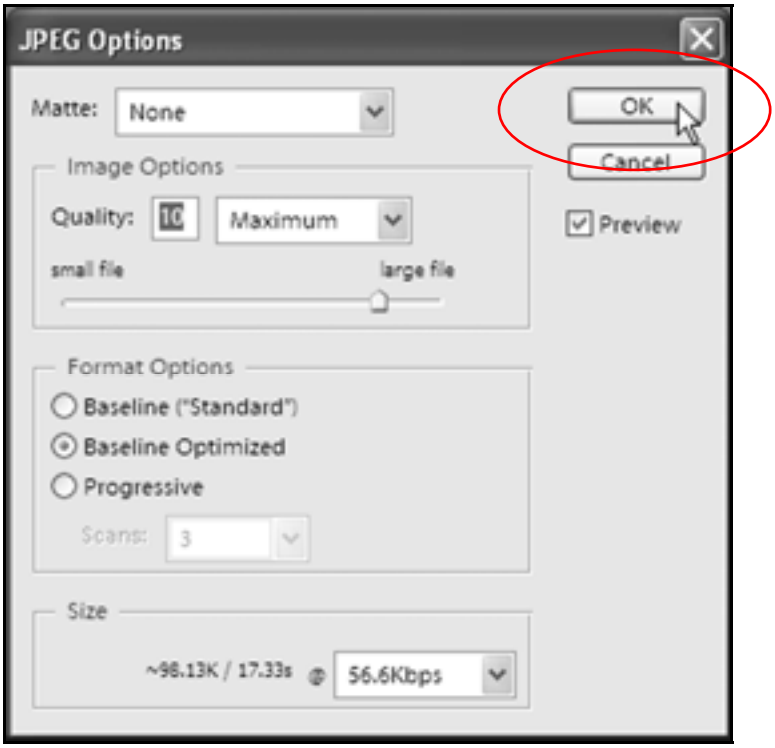


**6.** In the **Save as Type** drop-down list, click **JPEG (*.JPG, *.JPE)**.




**7.** Click the Save button.

**8.** When the **JPEG Options** window appears, click the OK button.




You have saved a graphic in JPG format, in the **Practice Files** folder.

**9.** Click the icon to close **Eagle.psd**.

**Web graphic file types**

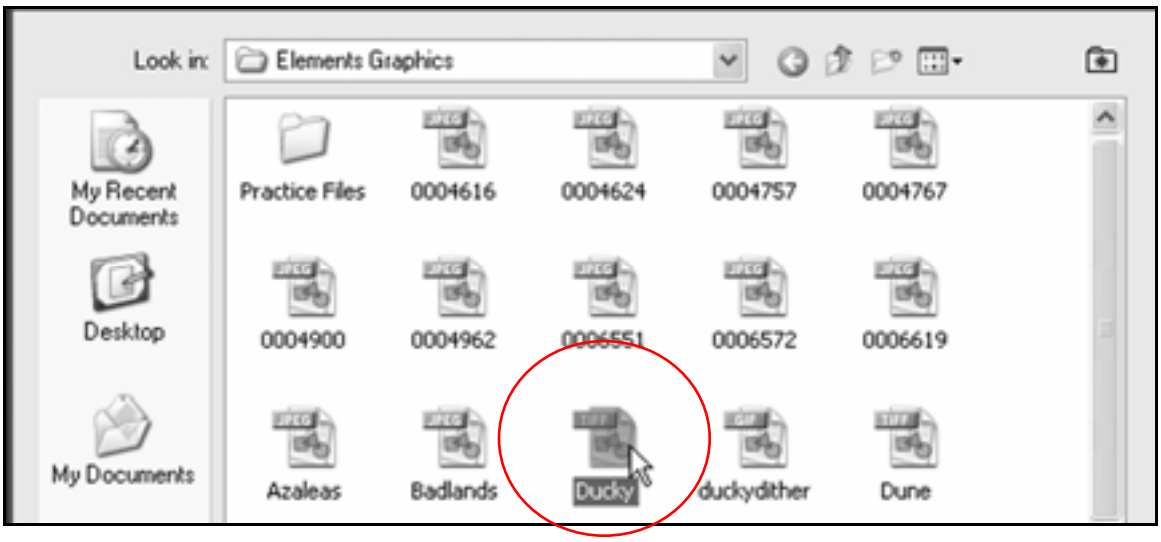
GIF
Short for Graphical Interchange Format. GIF-format graphics are used for most Web graphics. They are limited to 256 colors, but remain sharp.

JPG
Short for Joint Photographic Experts Group. JPG-format graphics are used mostly for photographs. They include millions of colors, but get blurrier each time they're saved.

# Resize graphics

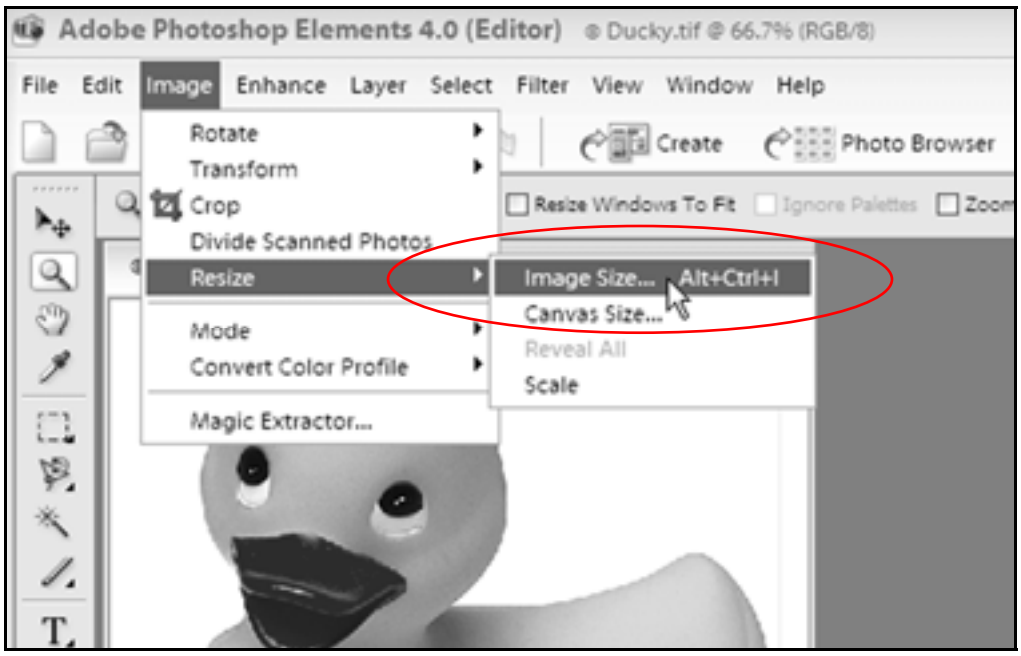
1. On the Menu Bar, click **File**, then **Open**.

2. Navigate to the **Elements Graphics** folder, then double-click **Ducky.tif**.

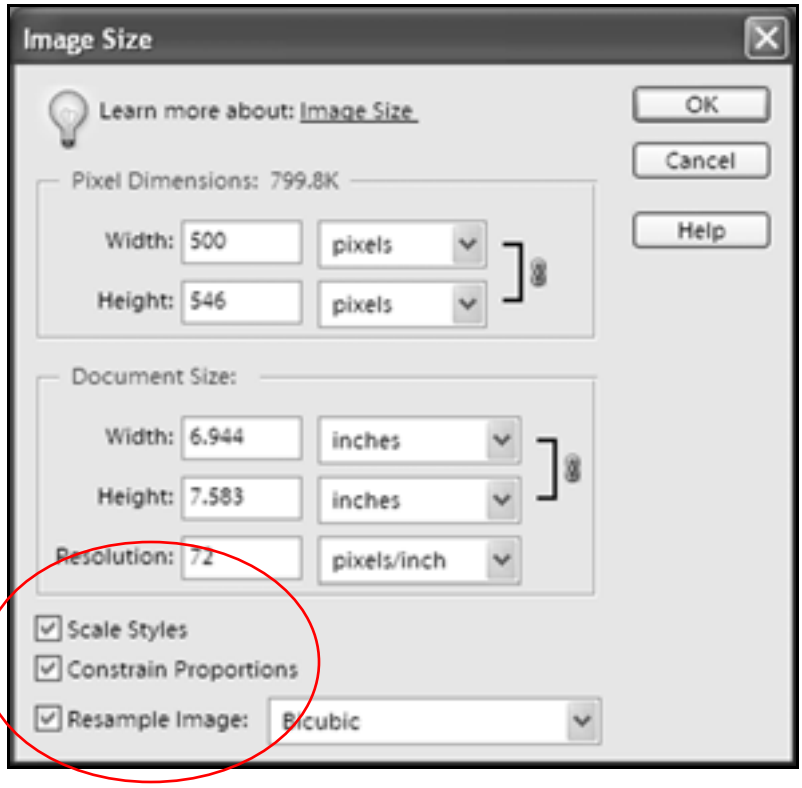



It should open and look like this:

**3.** On the Menu bar, click **Image**, then **Resize**, then **Image Size**.




**4.** In the **Image Size** window, make sure the **Scale Styles**, **Resample Image**, and **Constrain Proportions** checkboxes are checked.



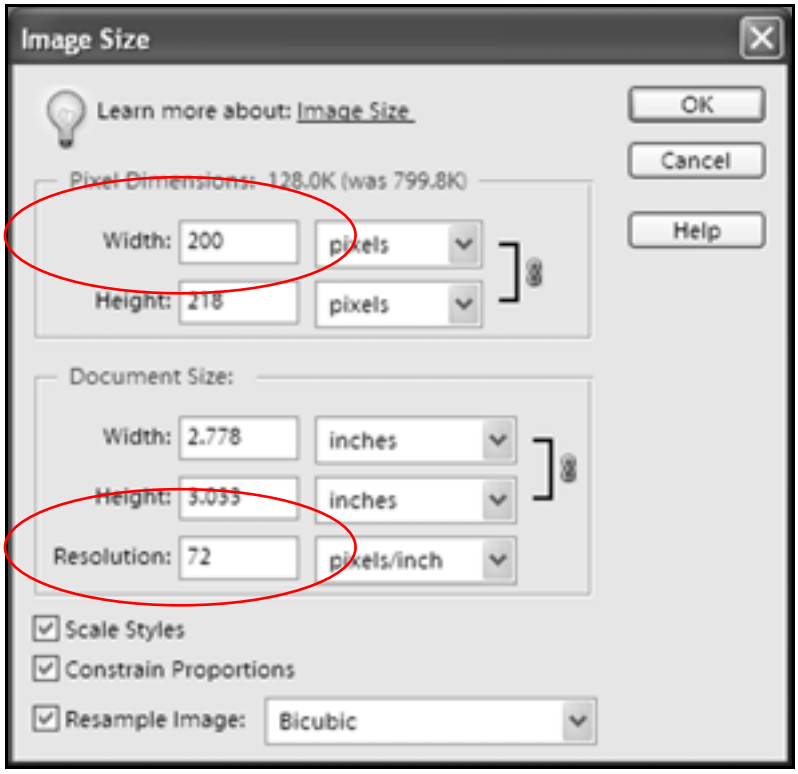
**Tip:** *Constrain Proportions automatically adjusts the height of the graphic to match the change in width.*

**5.** In the **Resolution** box, type:

**72**

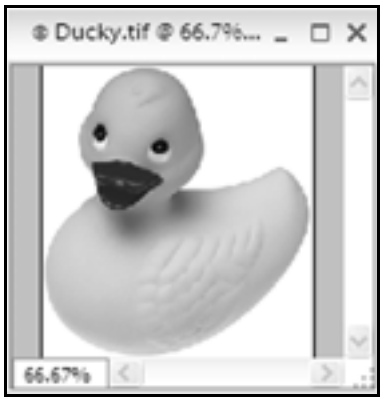
In the **Width** box for **pixels**, type:

**200**



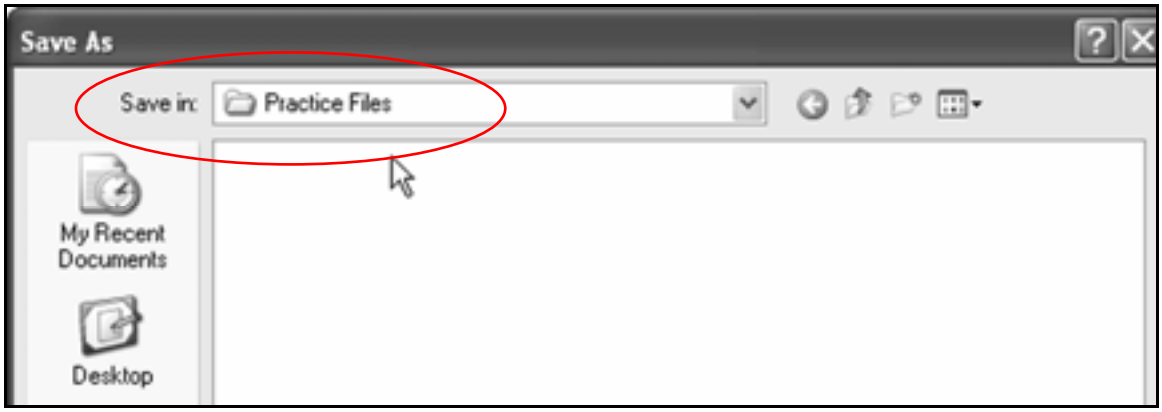

**6.** Click the OK button.

The graphic should look like this:



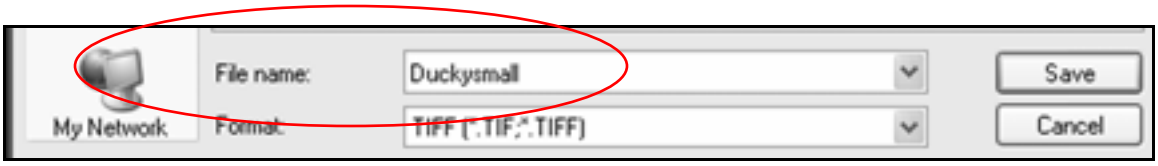

**7.** On the Menu Bar, click **File**, then **Save as**.

**8.** When the **Save As** window appears, double-click the **Practice Files** folder so it appears in the **Save in** box.



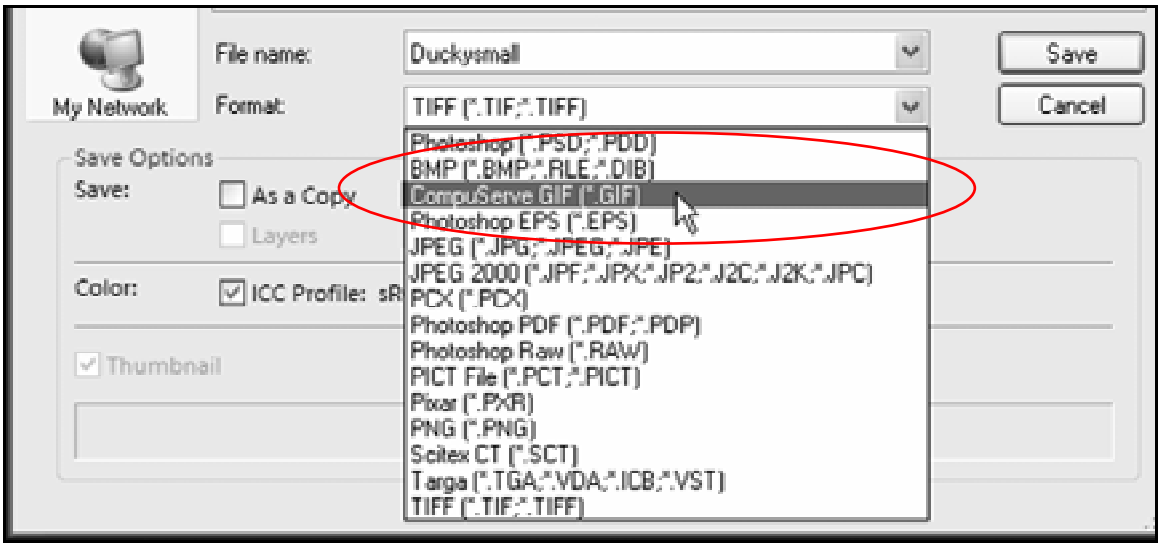
**9.** In the **File name** box, type:

**Duckysmall**



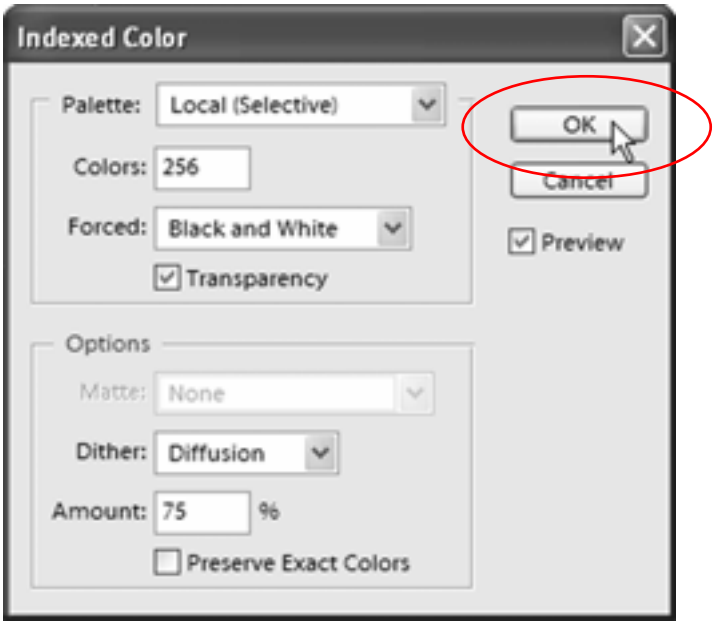

**10.** Click the drop-down arrow next to **Save as type**.

Then click **CompuServe GIF**.

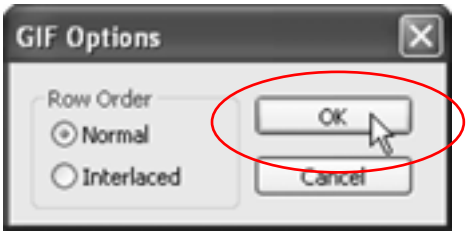



**11.** Click the Save button.

**12.** When the **Indexed Color** window appears, click the OK button.




**13.** When the **GIF Options** window appears, click the OK button.



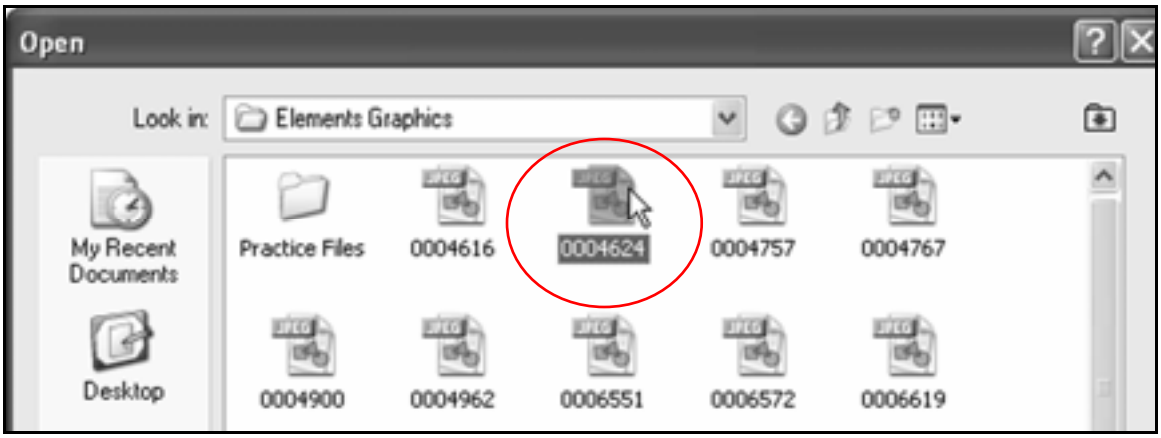

**14.** Close **Ducky.tif** without saving it.

# Flip and rotate graphics

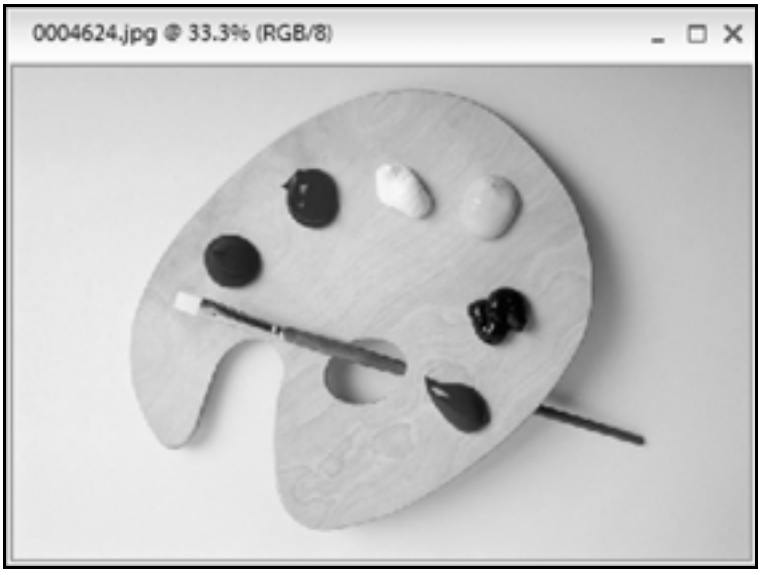
## Flip graphics

1. On the Menu Bar, click **File**, then **Open**.

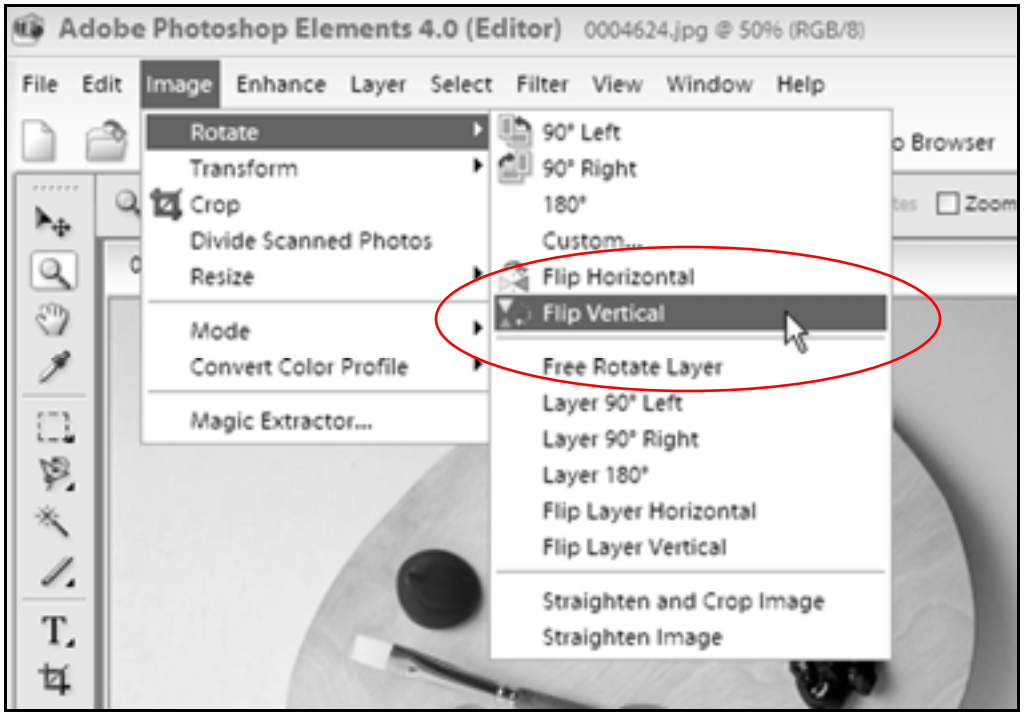
2. Navigate to the **Elements Graphics** folder, then double-click **0004624.jpg**.



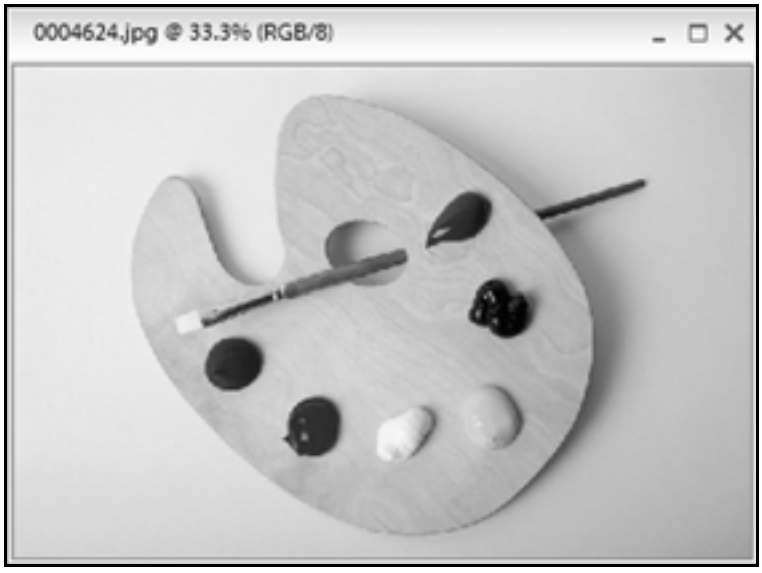

It should open and look like this:



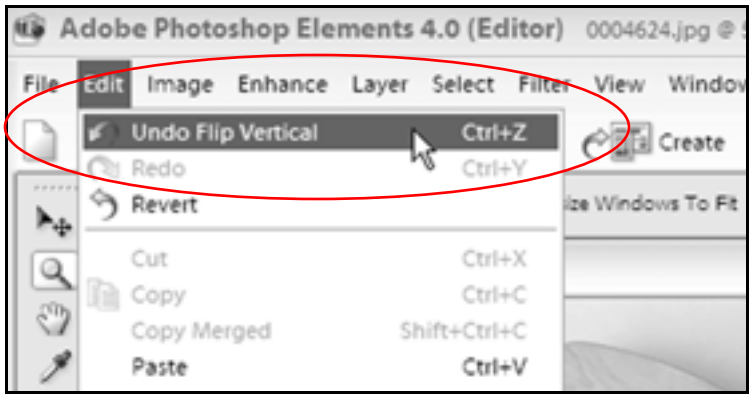
**3.** On the Menu Bar, click **Image**, then **Rotate**, then **Flip Vertical**.




It should now appear upside-down:

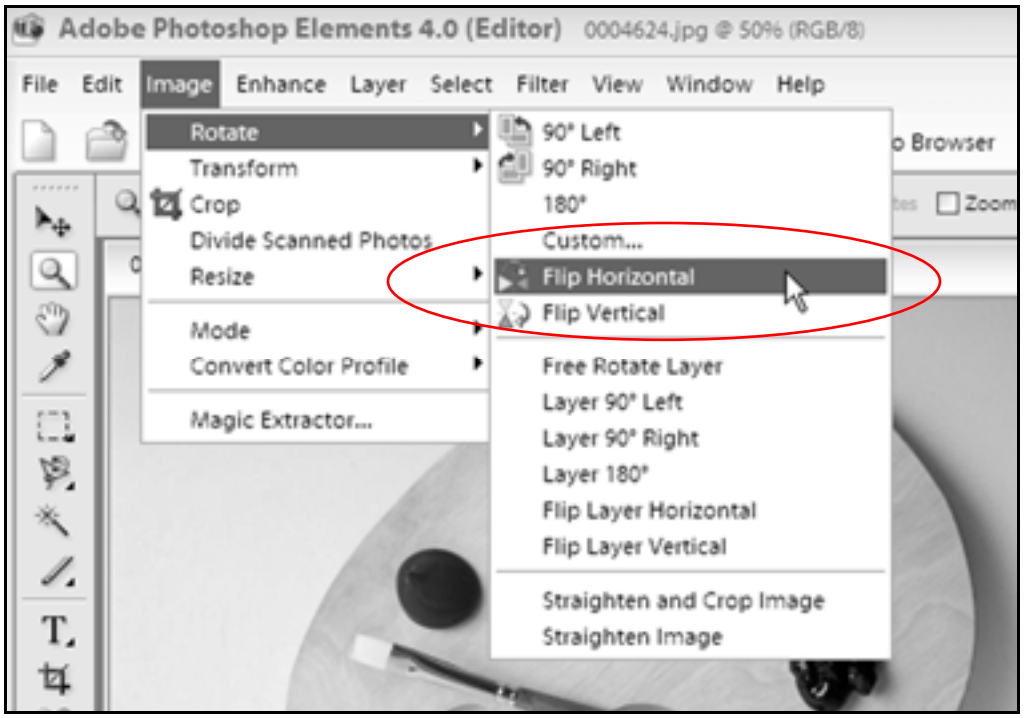


**4.** On the Menu Bar, click **Edit**, then **Undo Flip Vertical**.

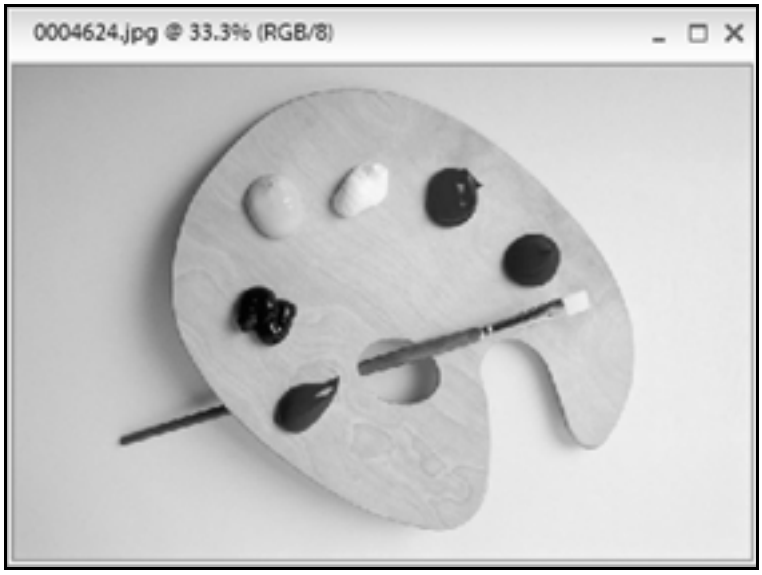



It should return to normal:

**5.** On the Menu Bar, click **Image**, **Rotate**, then **Flip Horizontal**.



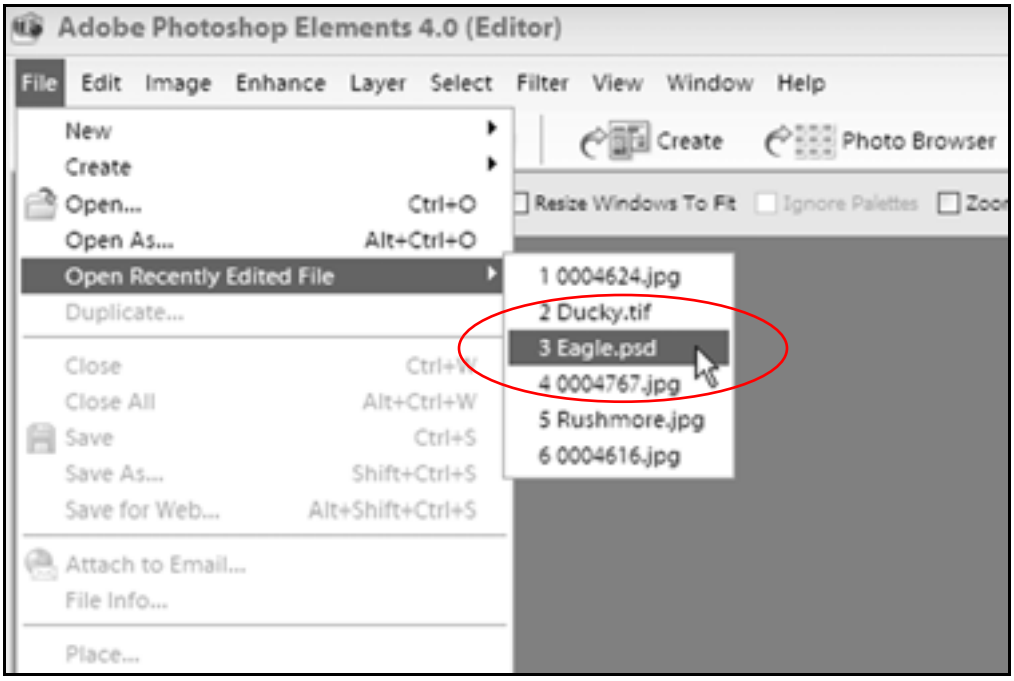

It should now appear as a left/right mirror image:



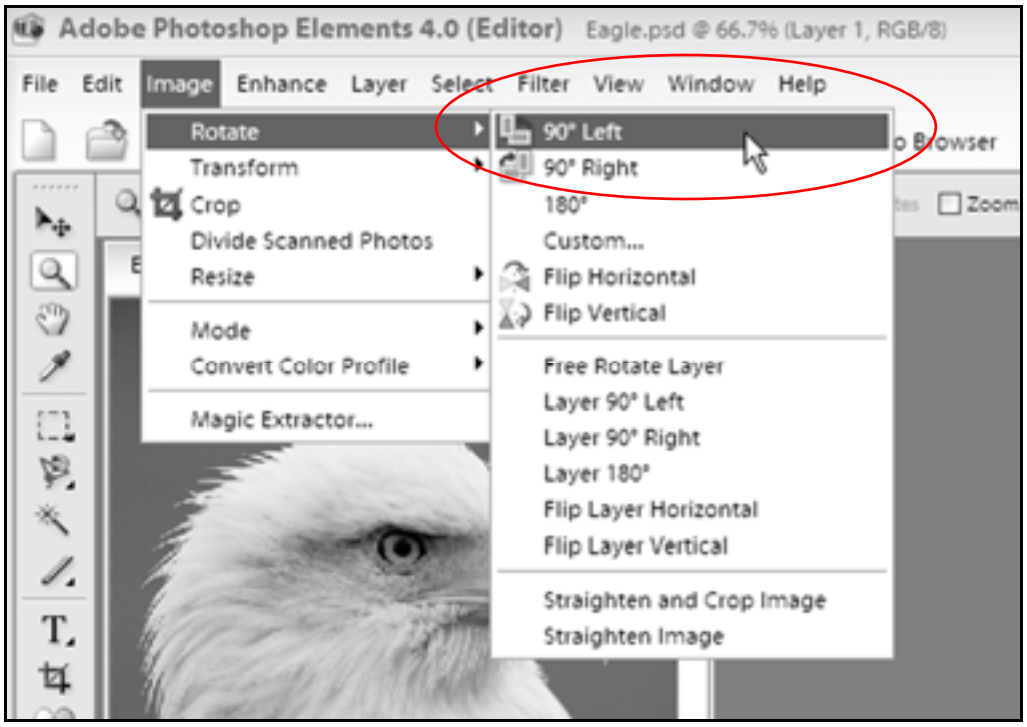

**6.** Close the graphic.

# Rotate graphics

**1.** On the Menu Bar, click **File**, then **Open Recently Edited File**, then **Eagle.psd**.

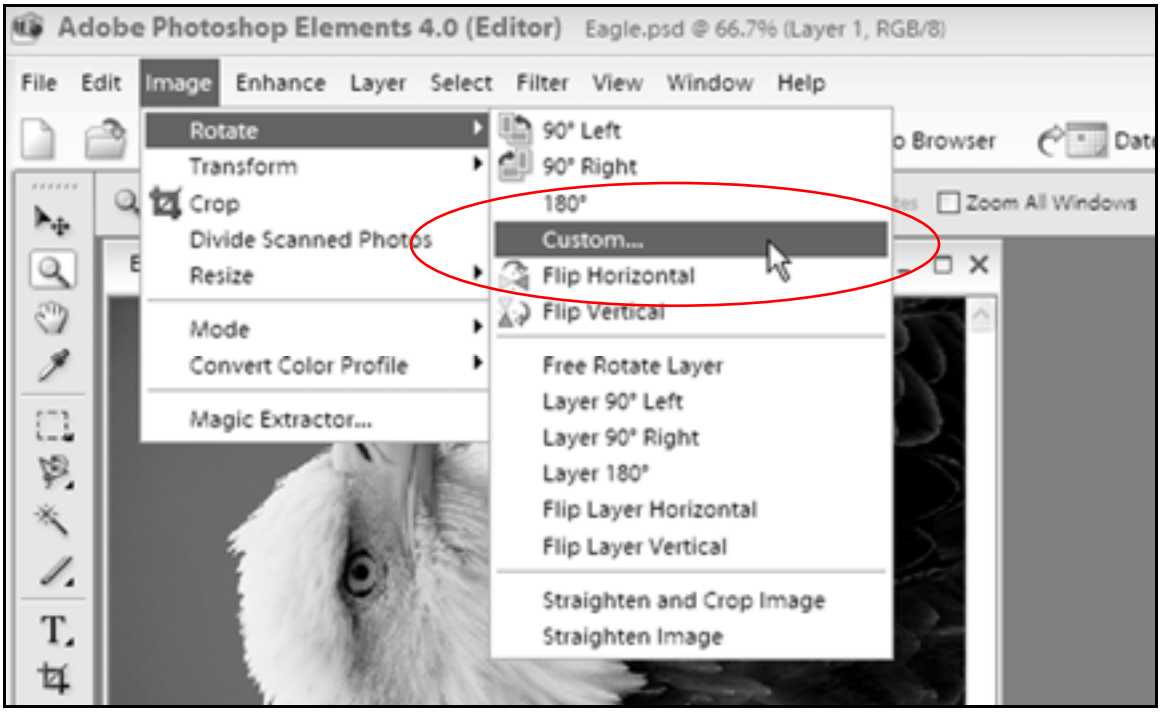


**2.** On the Menu Bar, click **Image**, **Rotate**, then **90°Left**.



The graphic should look like this:

**3.** On the Menu Bar, click **Image**, **Rotate**, then **Custom…**



**4.** In the **Rotate Canvas** window, type:

**105**

in the **Angle** box.

**5.** Click the **Right** radio button.

**6.** Click the OK button.

The graphic should now look like this:

**7.** Close the graphic.

# Formatting Graphics

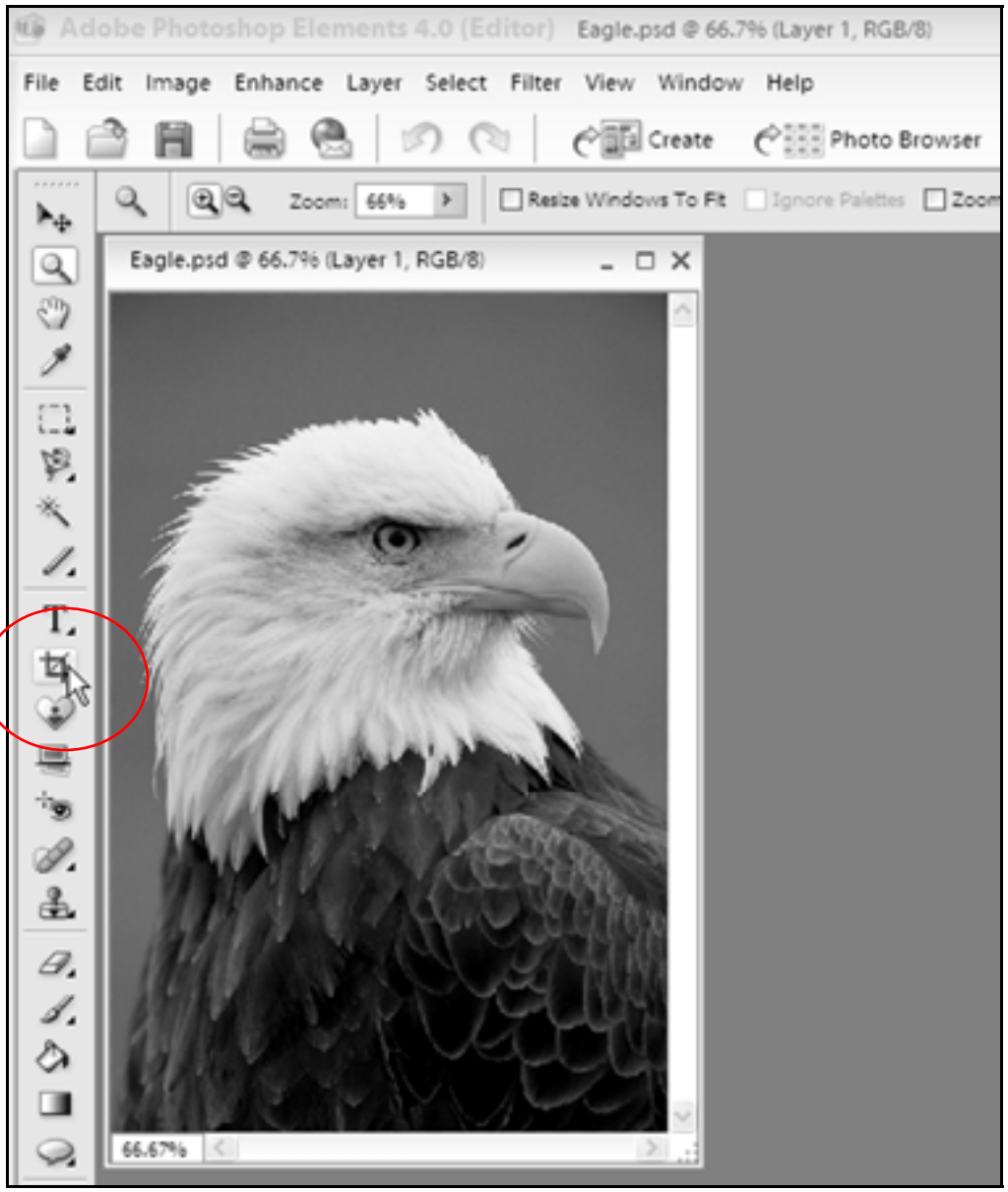
In this section, you'll learn how to:

- **Crop graphics**
- **Reduce file size**
- **Change resolution**
- **Lighten and darken graphics**

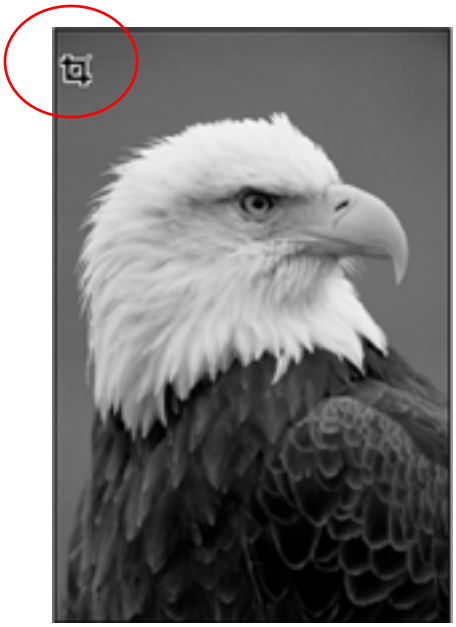
# Crop graphics

1. Open **Eagle.psd** from the **Elements Graphics** folder.

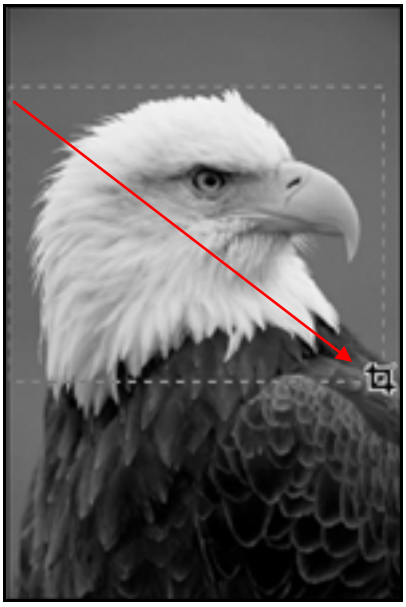
2. In the Toolbar, click the icon.



**3.** Place the cursor above the upper left edge of the eagle's head.



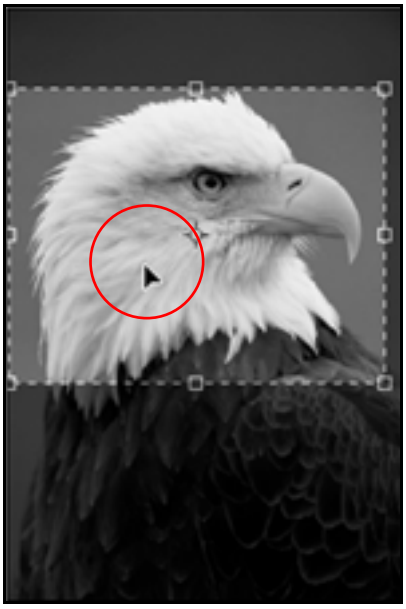
Then click and drag until the cursor is below the lower right edge of the eagle's head.



The selection rectangle should outline the eagle's head:

4. Release the mouse button.

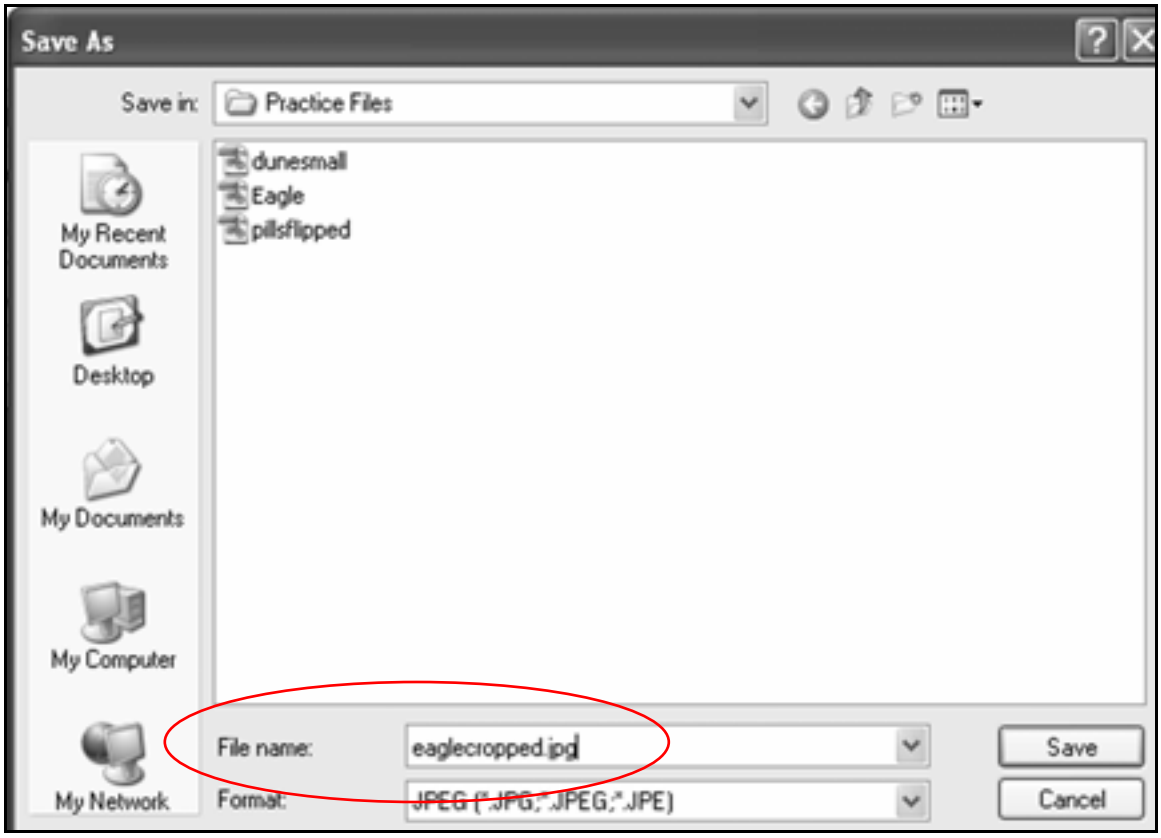
5. Double-click inside the selection rectangle.



The graphic should look like this:

**6.** On the Menu Bar, click **File**, then **Save As**.

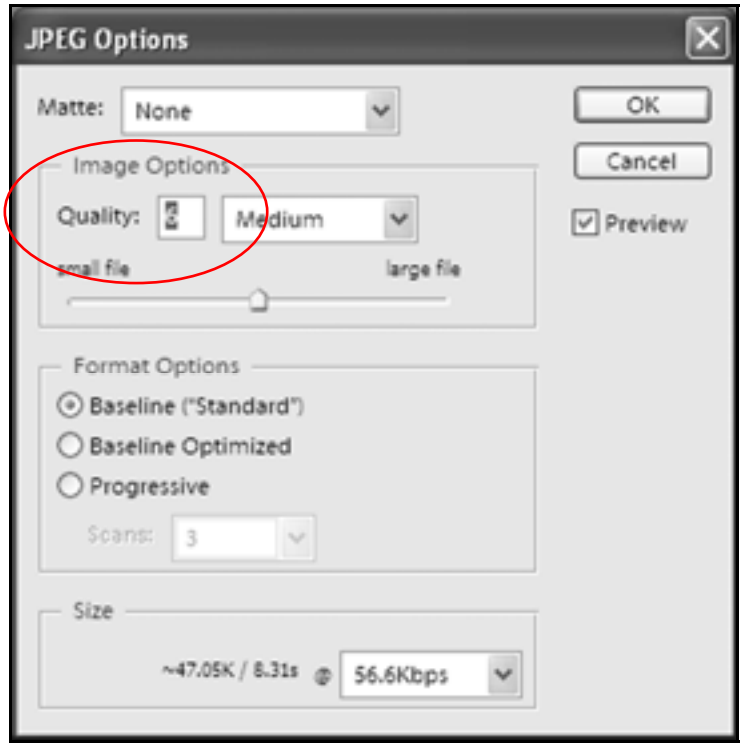
Save the graphic as **eaglecropped.jpg** in the **Practice Files** folder.



**7.** When the **JPEG Options** window appears, type:

**6**

in the **Quality** box.




**8.** Click the OK button.

**9.** Close **Eagle.psd**.

# Practice

1. Open **Vanishing.psd** from the **Elements Graphics** folder.

2. Crop the image to an area that says **WHALES**.

   When you're done, it should look something like this:

3. Save this graphic as **whales.jpg** in the **Practice Files** folder.

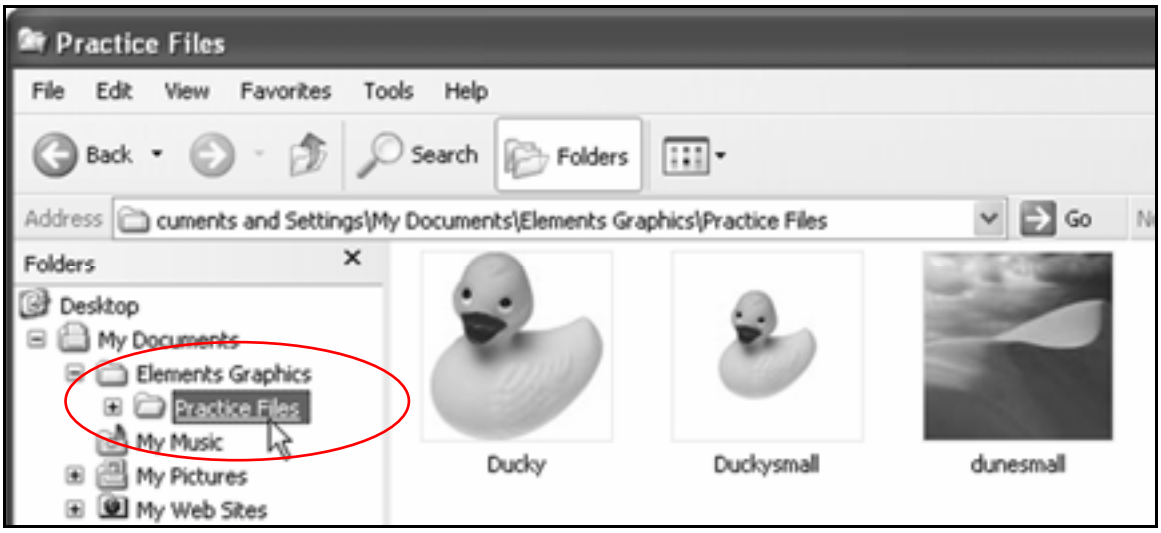
4. Close **Vanishing.psd**.

# Reduce file size

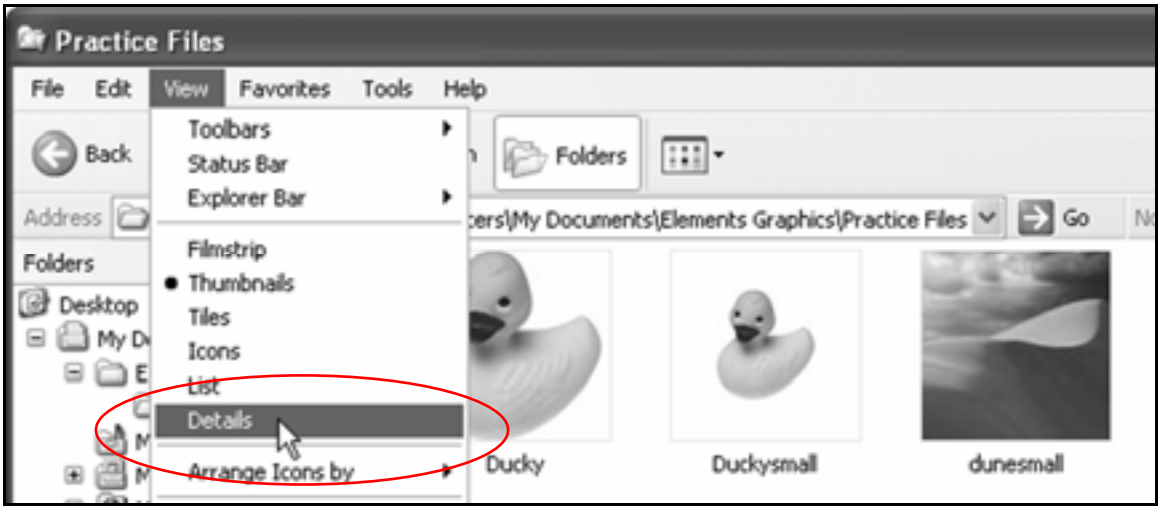
## GIFs

**1.** Click the start button, then **My Computer**.

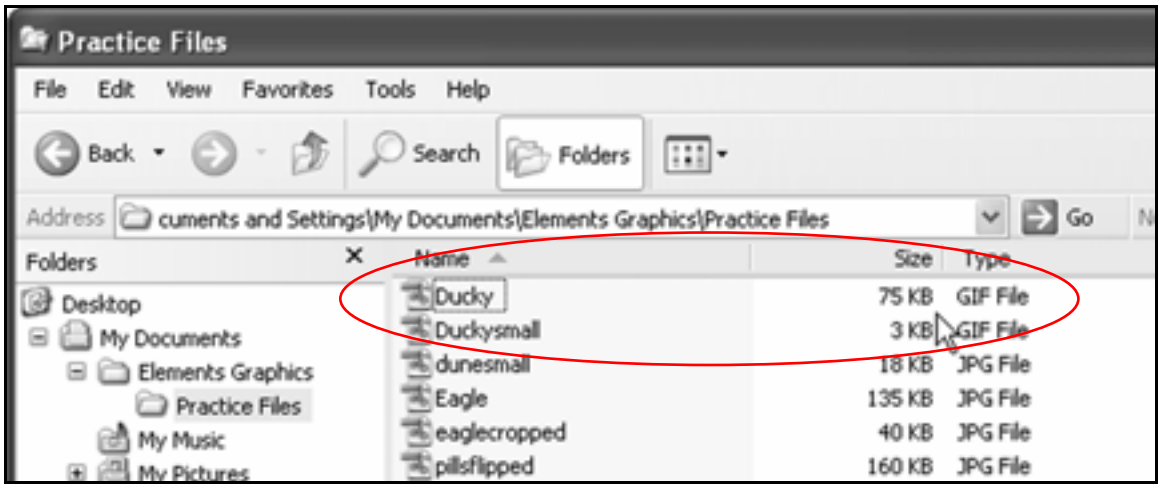
Navigate to the **Practice Files** folder.



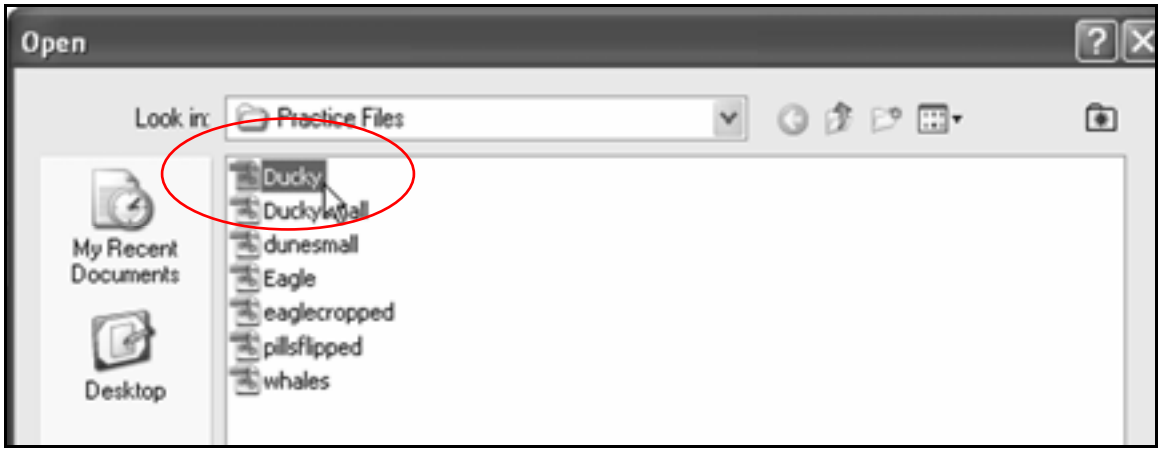

Make sure the **Details** view is shown.



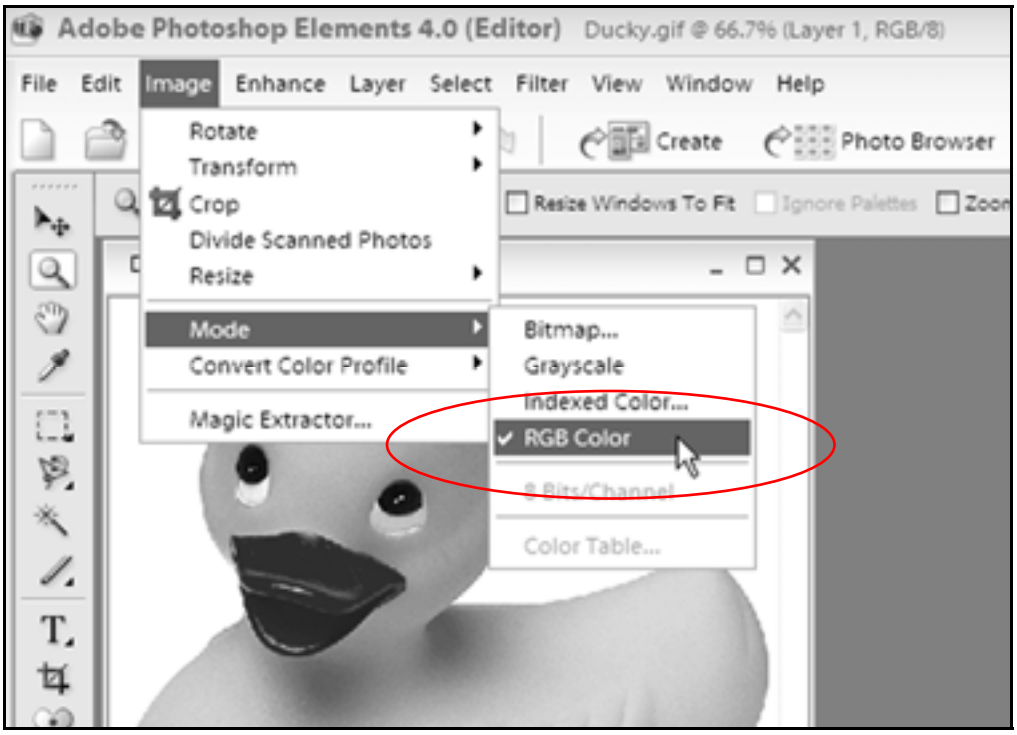
The file size of **Ducky.gif** is 75KB.



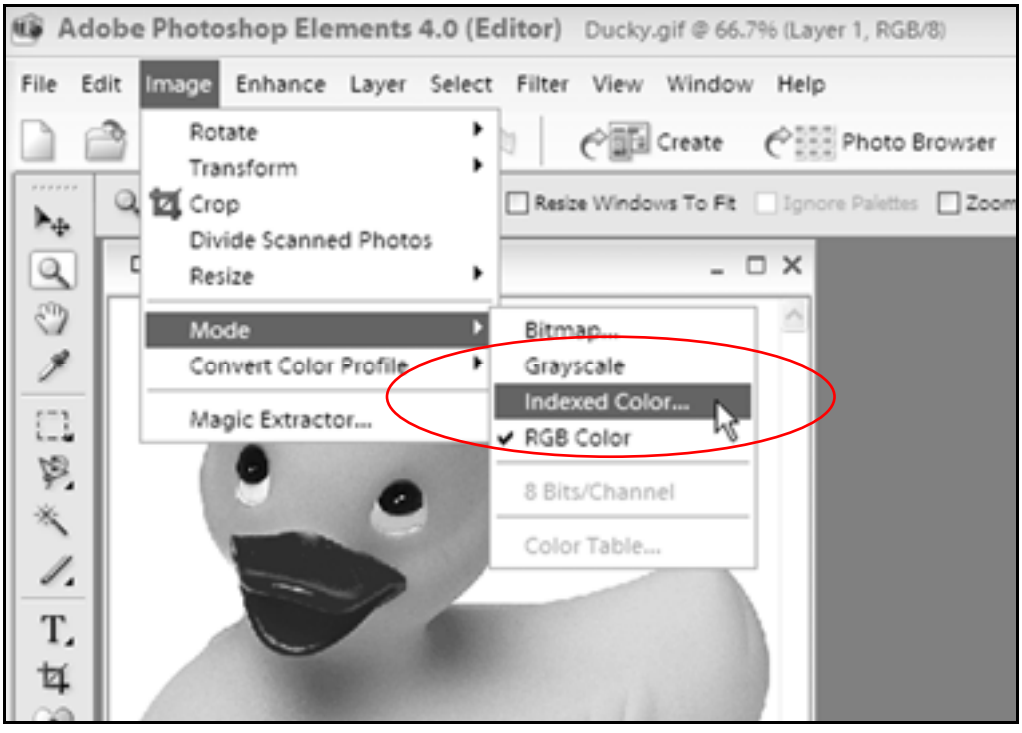

**2.** In Photoshop Elements, open **Ducky.gif** from the **Practice Files** folder.



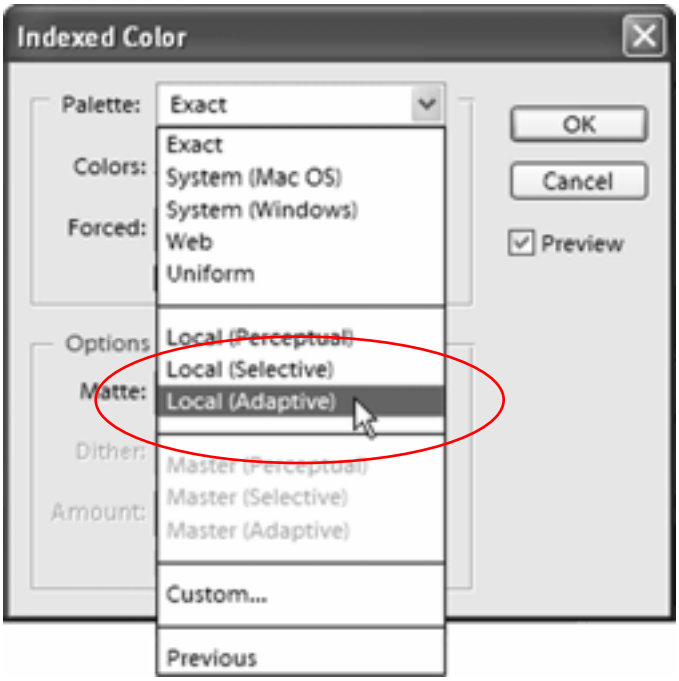
**3.** On the Menu Bar, click **Image**, **Mode**, then **RGB Color**.




**4.** On the Menu Bar, click **Image**, **Mode**, then **Indexed Color**.



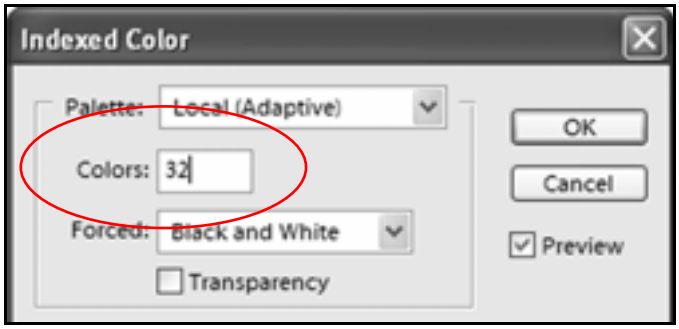
**5.** When the **Indexed Color** window appears, make sure the **Palette** is **Local (Adaptive)**.



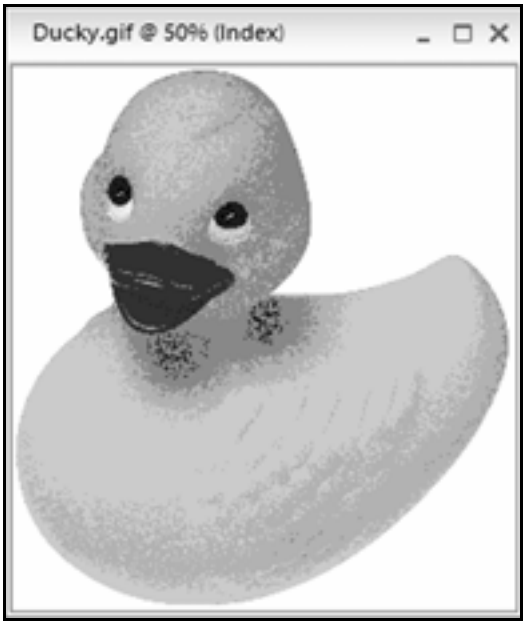

**6.** Type:

**32**

in the **Colors** box.



The graphic should look like this:




**7.** Click the OK button.

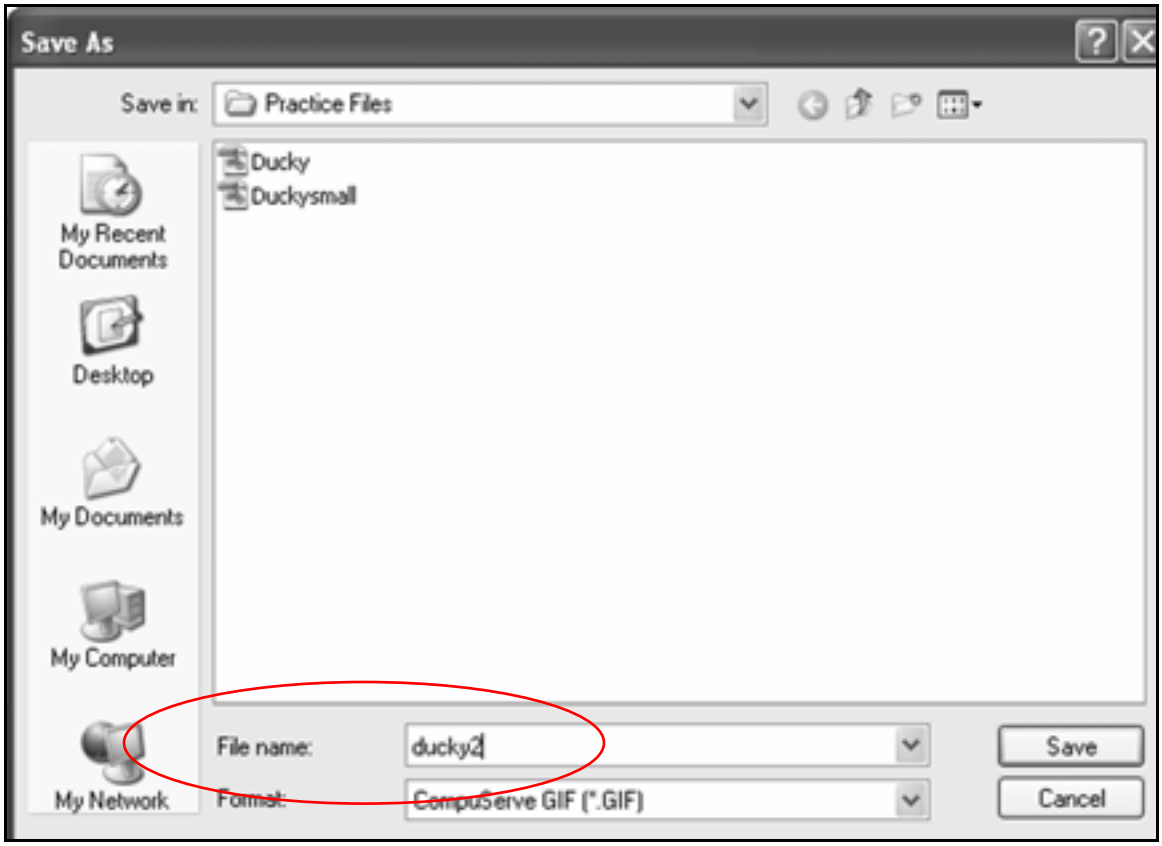
**8.** On the Menu Bar, click **File**, then **Save As**.

**9.** When the **Save As** window appears, navigate to the **Practice Files** folder.

Then type:

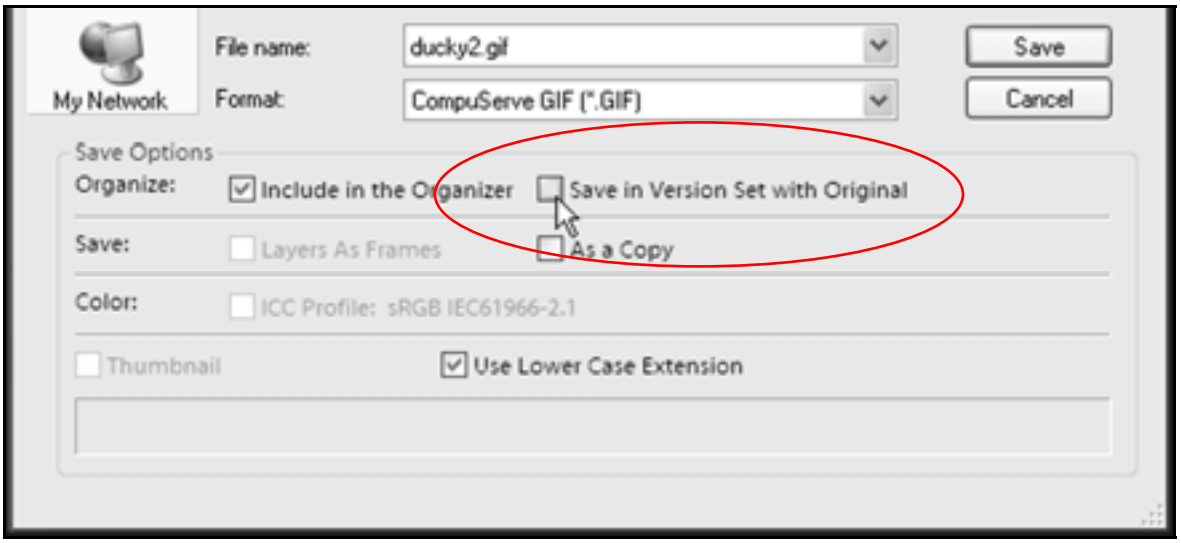
**ducky2**

in the **File name** box.



**10.** In the **Format** drop-down list, click **CompuServe GIF (*.GIF)**.

Make sure that the **Save in Version Set with Original** checkbox is unchecked.



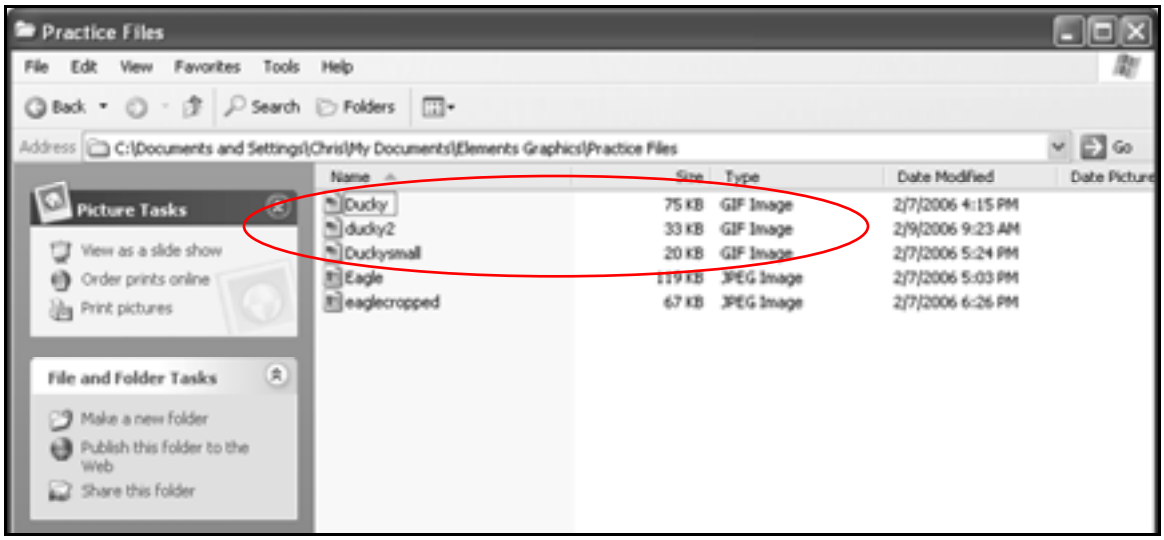

**11.** Click the Save button.

**12.** When the **GIF Options** window appears, click the OK button.

**13.** Then click the Save button.

**14.** On the Taskbar, click the **My Computer** button.

In the **Practice Files** folder, the file size of **ducky2.gif** should be 33KB.

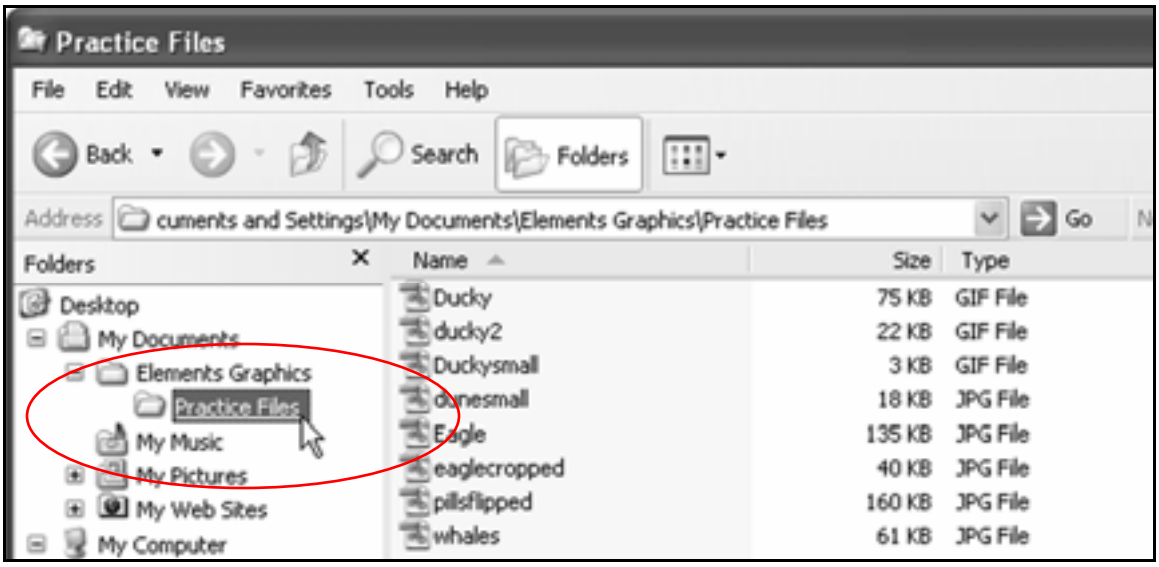



**15.** Close **Ducky.gif**.

# JPEGs

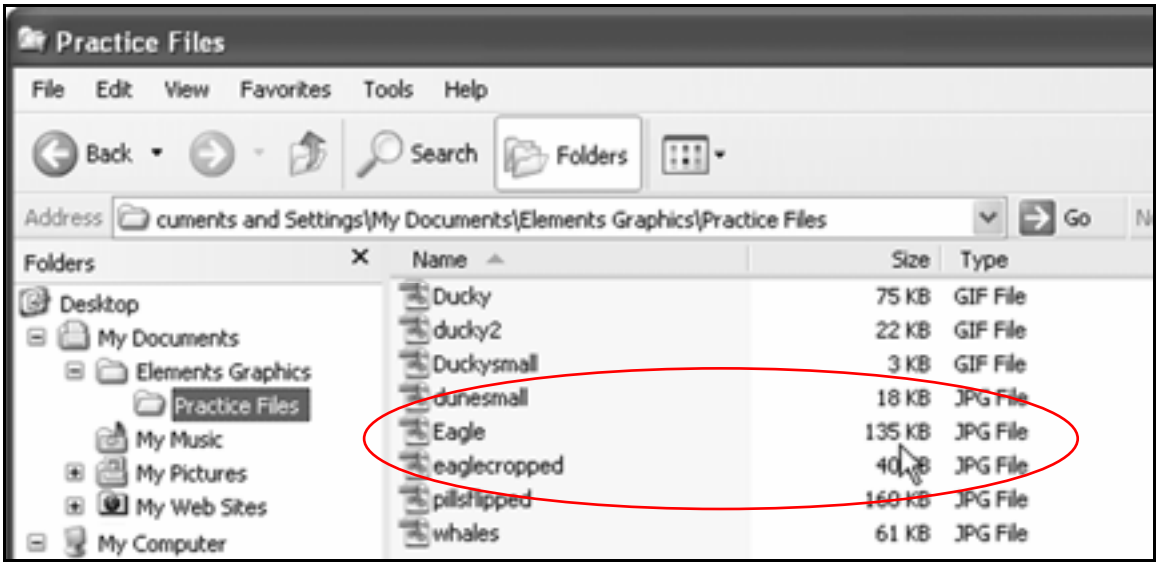
**1.** Click the start button, then **My Computer**.

Navigate to the **Practice Files** folder.

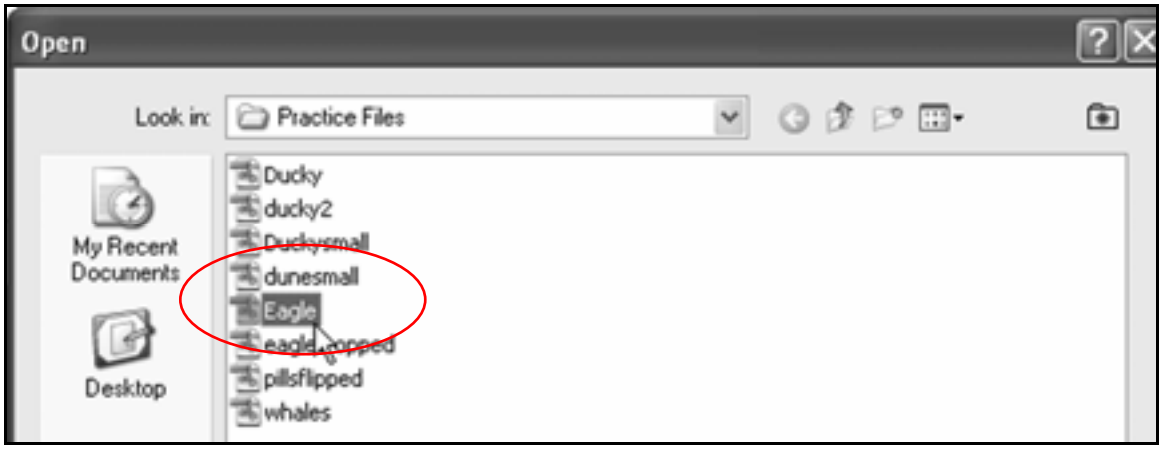



**2.** Make sure the Details view is shown.

The file size of **Eagle.jpg** is 135KB.



**3.** In Photoshop Elements, open **Eagle.jpg** from the **Practice Files** folder.



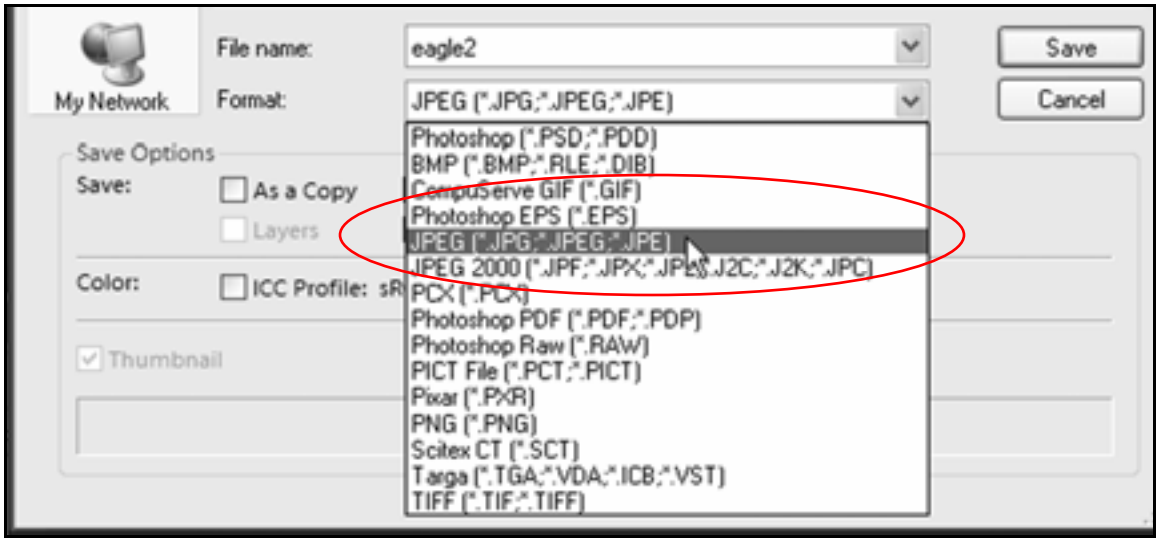

**4.** On the Menu Bar, click **File**, then **Save As**.

**5.** When the **Save As** window appears, type:

**eagle2**

in the **File name** box.

Then make sure that **JPEG** is selected in the **Format** drop-down list.

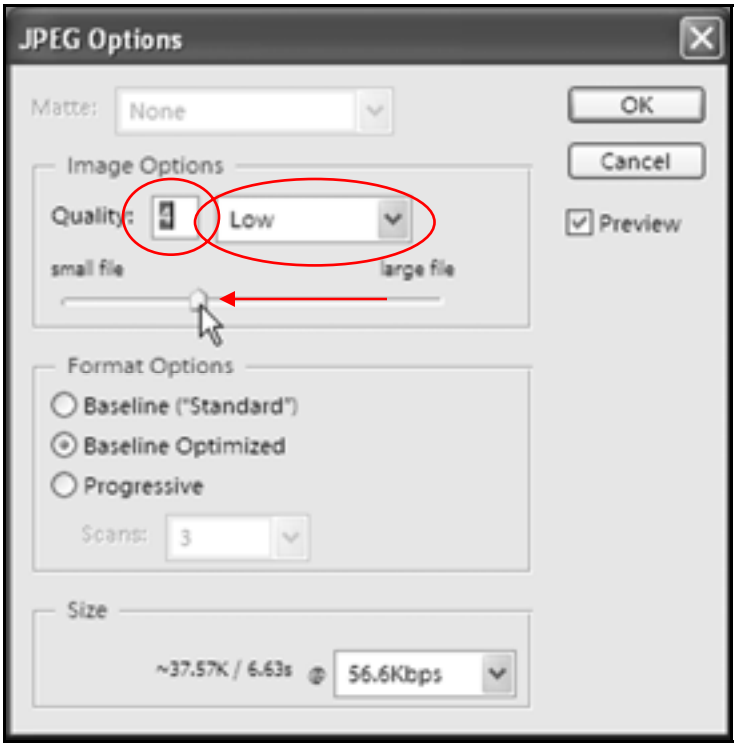


**6.** Click the Save button.

**7.** When the **JPEG Options** window appears, in the **Quality** box, move the slider until it reads:

**4**

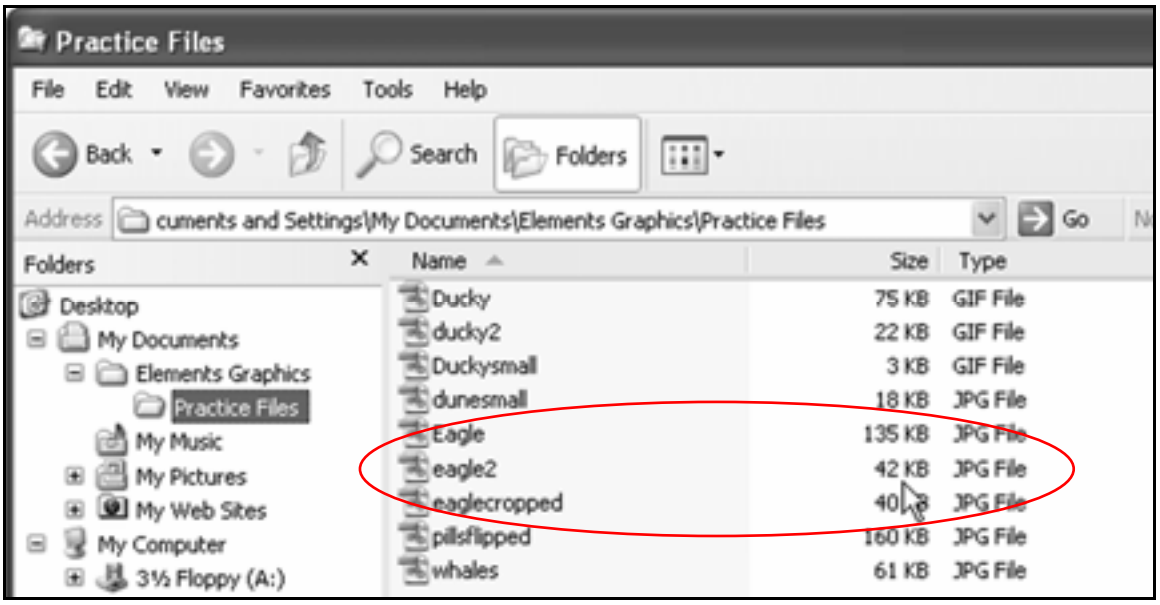
The drop-down beside it should read **Low**.




**8.** Click the OK button.

**9.** On the Taskbar, click the **My Computer** button.

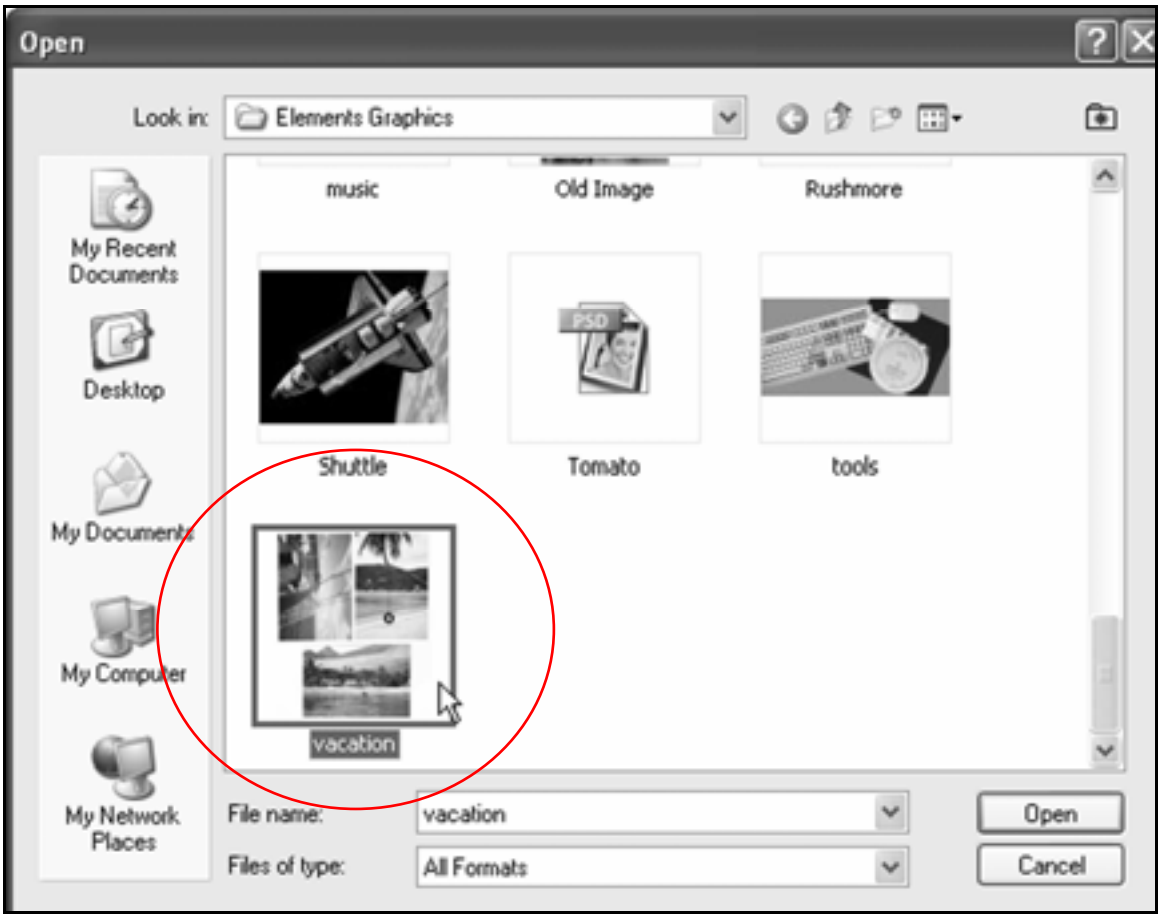
In the **Practice Files** folder, the file size of **eagle2.jpg** should be 42KB.




**10.** Close **eagle2.jpg**.

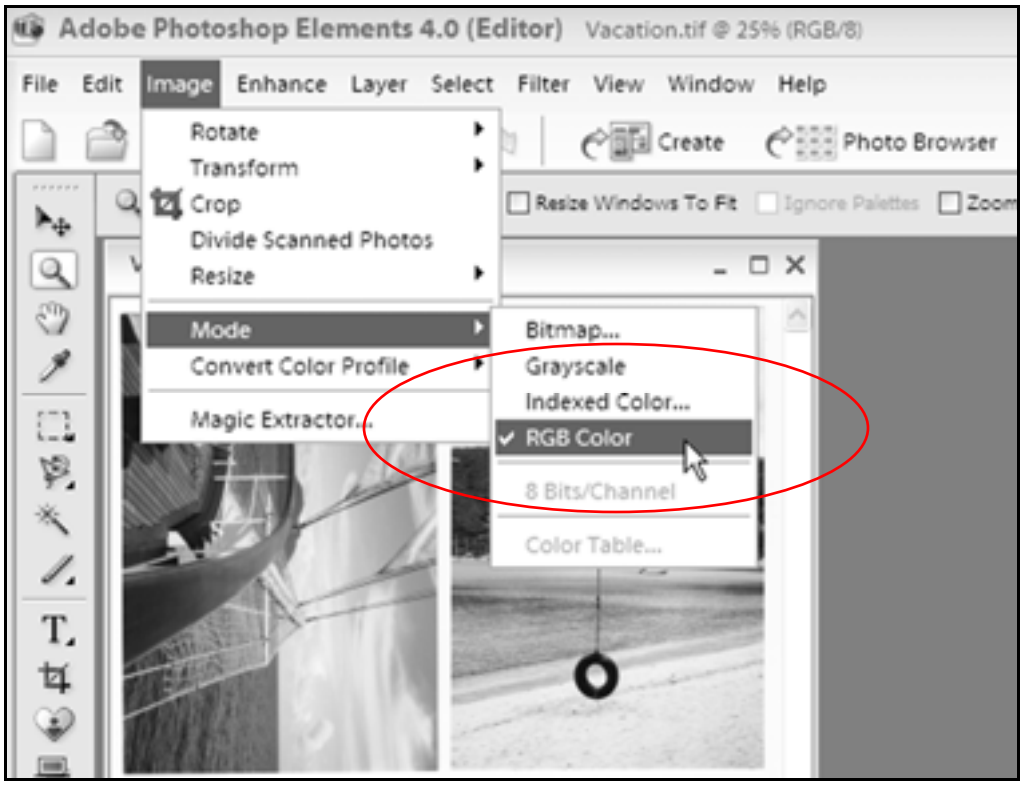
# Change resolution

1. Open **Vacation.tif** from the **Elements Graphics** folder.



**2.** On the Menu Bar, click **Image**, then **Mode**.

**RGB Color** should be checked.

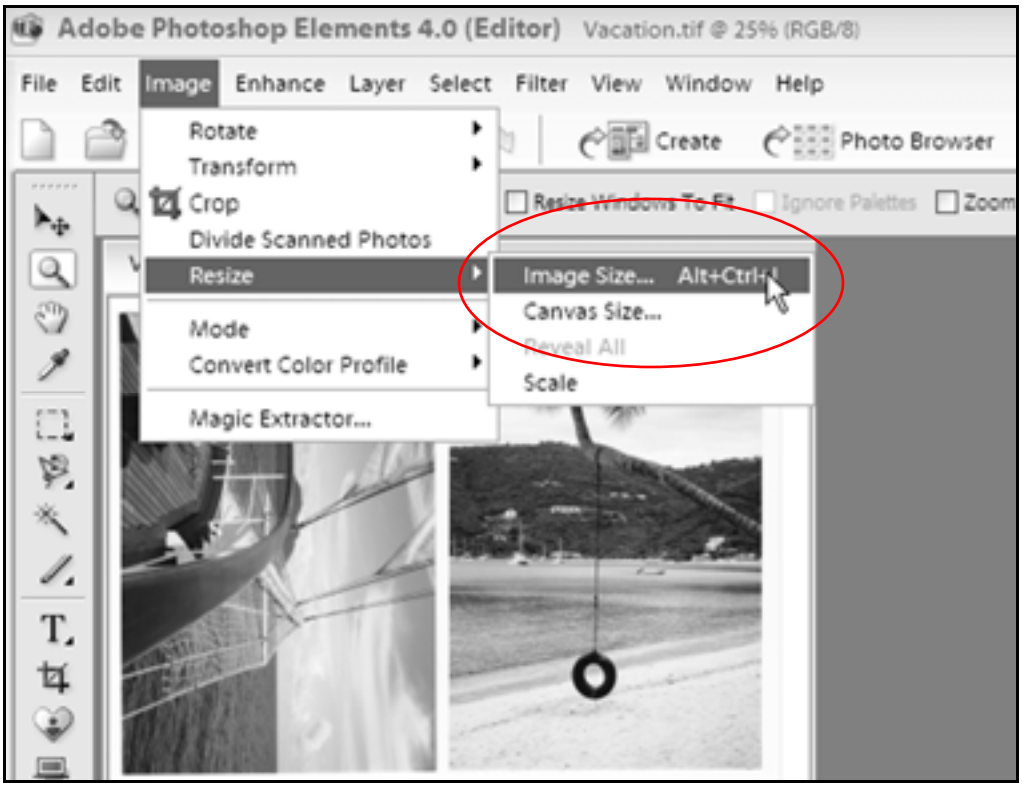



**RGB vs. CMYK**

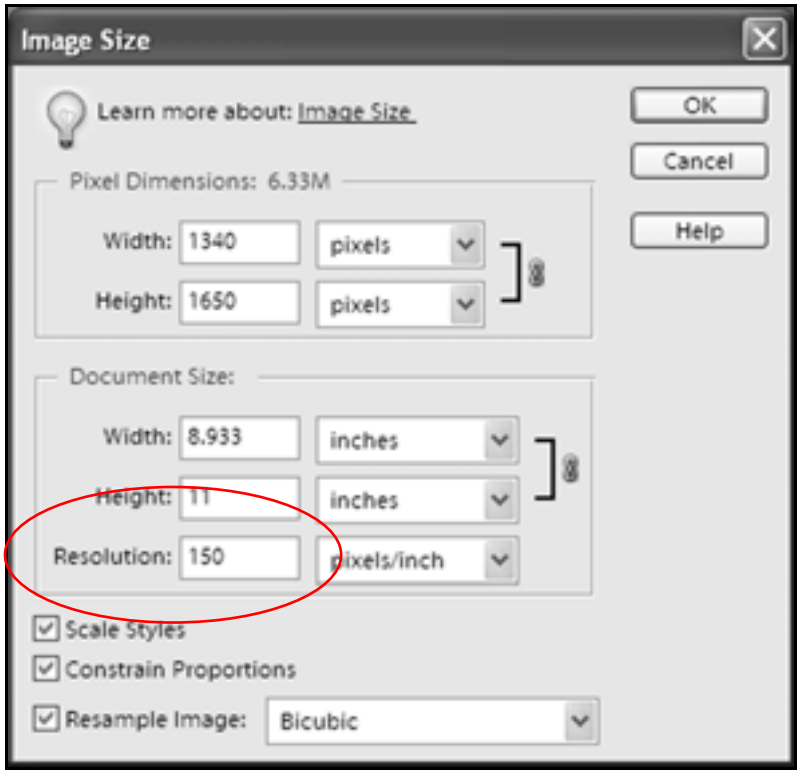
CMYK stands for Cyan, Magenta, Yellow and Black. These four inks are used in printed documents

Web graphics use the RGB color mode. RGB stands for Red, Green and Blue. These colors combine to make the colors displayed on a computer monitor.

**3.** On the Menu Bar, click **Image**, then **Resize**, then **Image Size**.



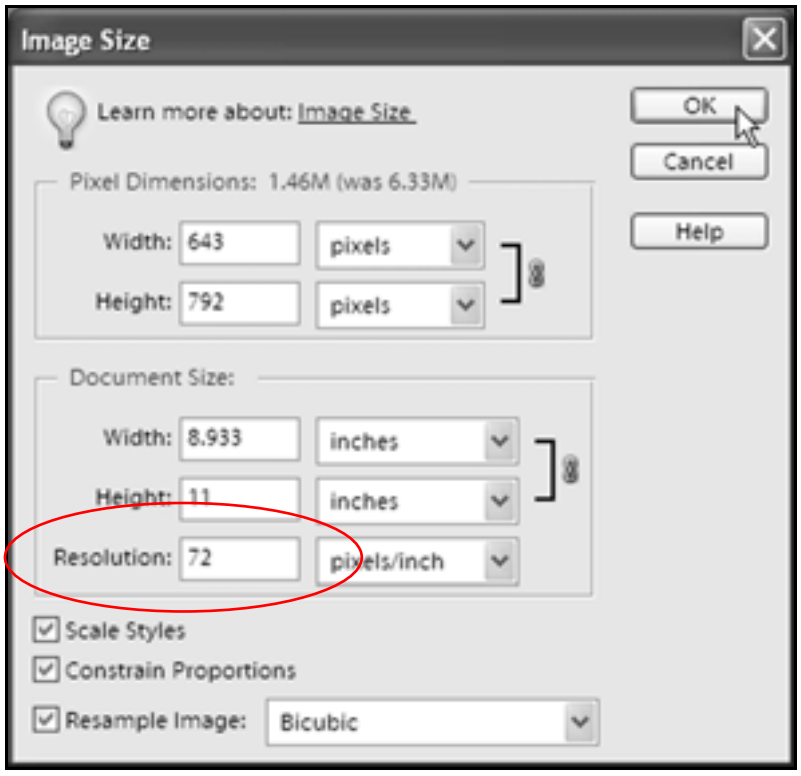
**4.** When the **Image Size** window appears, note that the **Resolution** is **150 pixels/inch**.



**5.** In the **Resolution** box, type:

**72**

then click the OK button.

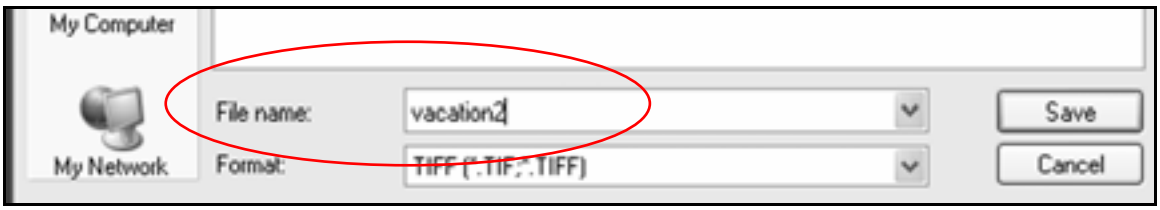



**6.** On the Menu Bar, click **File**, then **Save As**.

When the **Save As** window appears, type:

**vacation2**

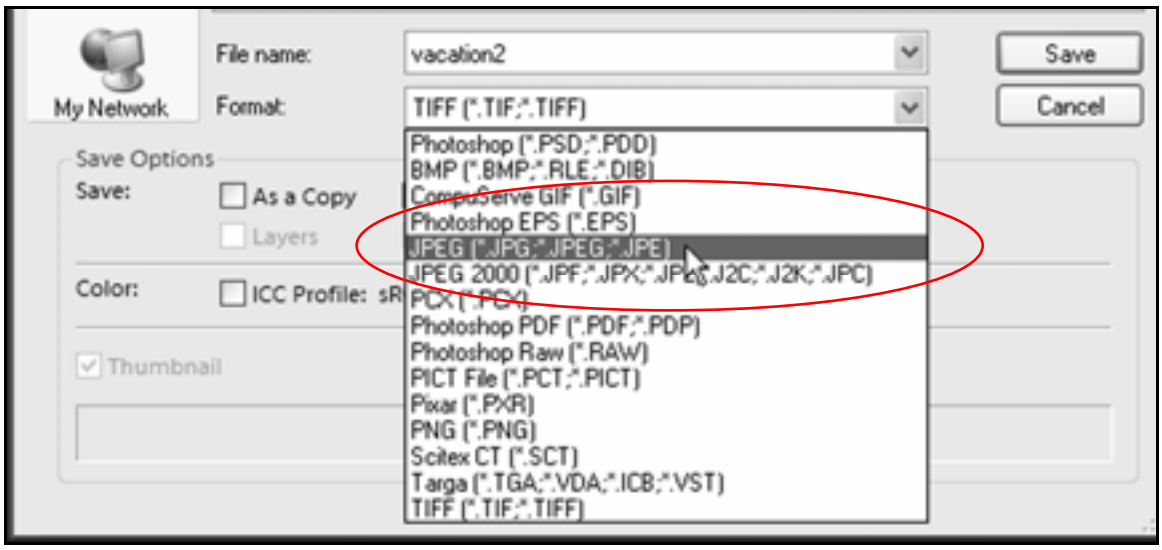
in the **File name** box.



**7.** Make sure the **Practice Files** folder is in the **Save in** box.

Click **JPG** in the **Format** list.

Then click the Save button.




**8.** When the **JPEG Options** window appears, click the OK button.

**9.** Close **Vacation2.jpg**.

**Resolution of Web graphics**

Graphic resolution is the spacing of pixels or dots in the graphic. It's measured in dots (or pixels) per inch (dpi).

A typical computer monitor resolution is 72 dpi. That's all you really need for Web graphics. Higher resolution doesn't make them sharper, just slower to download.

For printed publications, use graphics at a higher resolution, such as 300 or 600 dpi.

# Practice

1. Open **Family.psd** from the **Elements Graphics** folder.

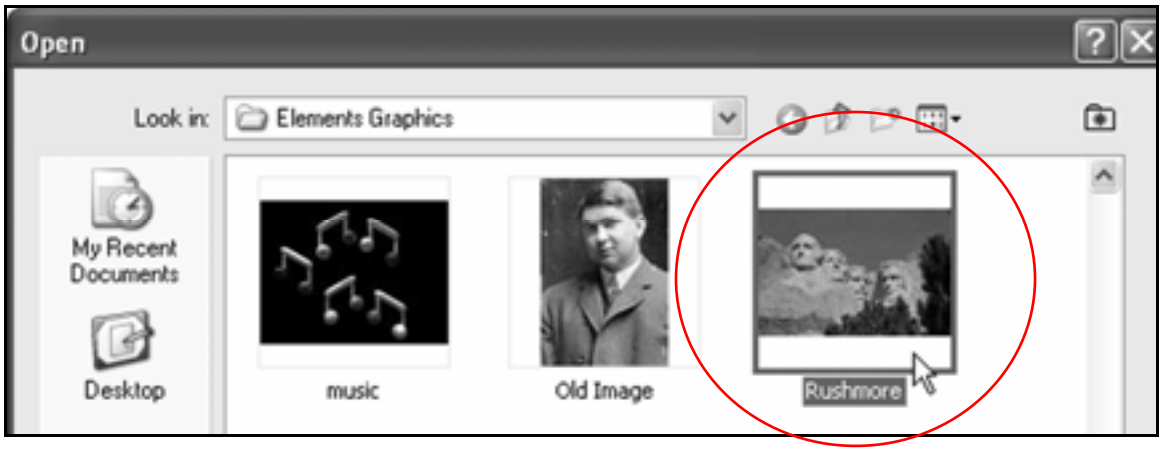
2. Convert the graphic to **RGB Color**.

3. Change its resolution to **72 pixels/inch**.

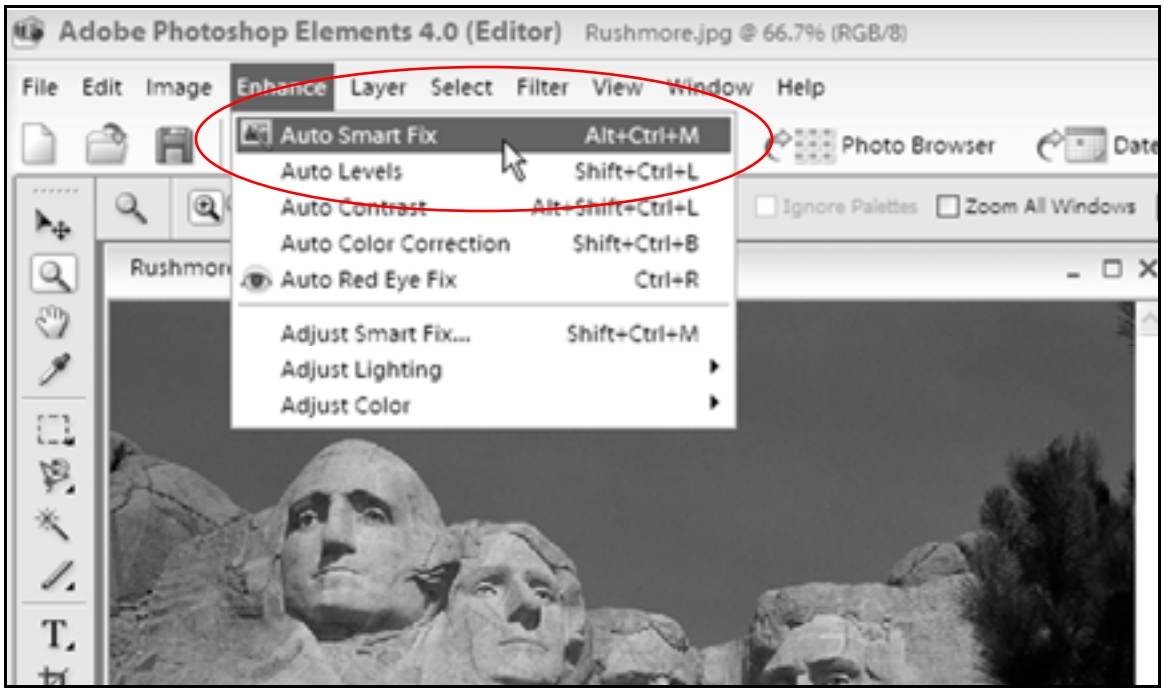
4. Save it as **family.jpg** with a **Quality** of **5**, in the **Practice Files** folder, then close it.

# Lighten/darken graphics

**1.** Open **Rushmore.jpg** from the **Elements Graphics** folder.




**2.** On the Menu Bar, click **Enhance**, then **Auto Smart Fix**.



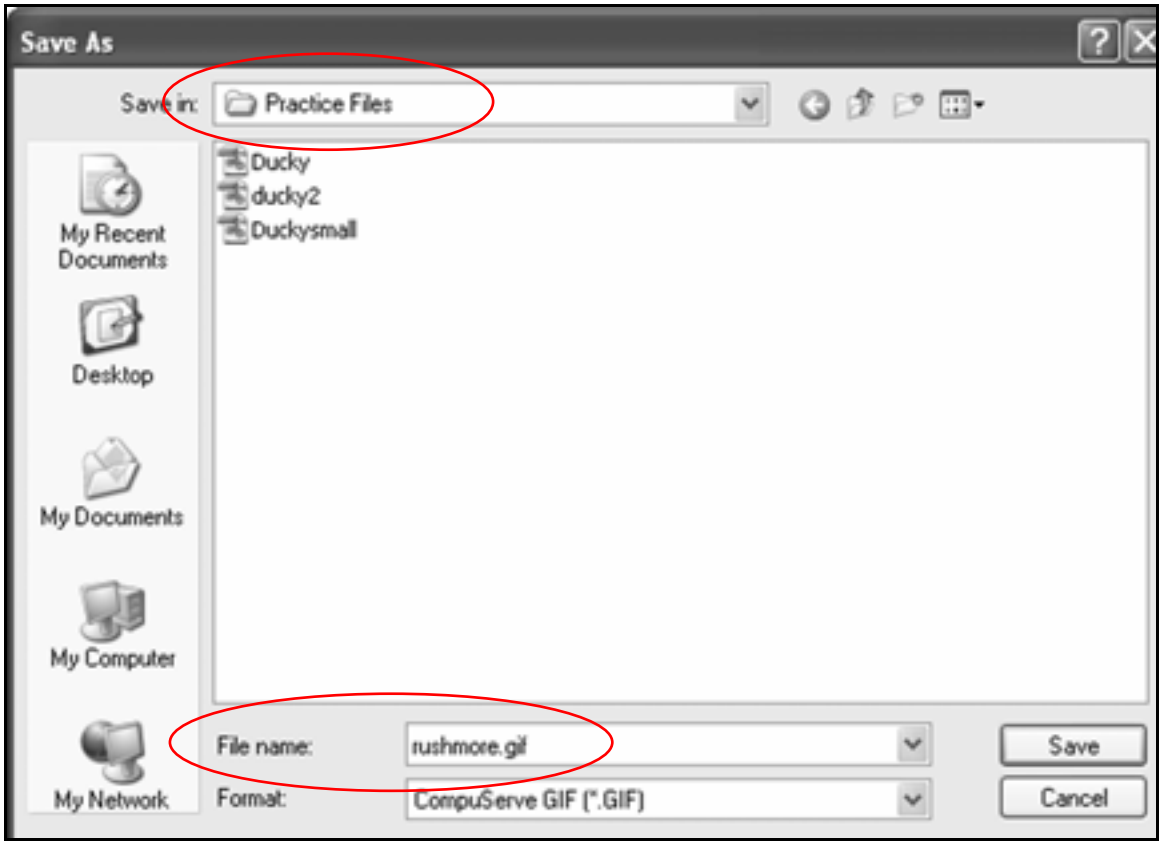
**Rushmore.jpg** should now be lighter:

**3.** On the Menu Bar, click **Image**, **Mode**, then **Indexed Color**.

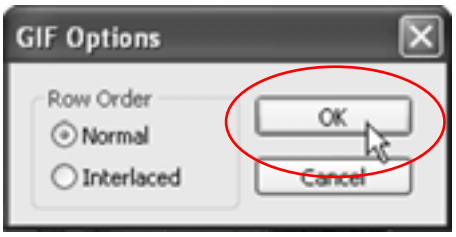
**4.** When the **Indexed Color** window appears, click the OK button.

On the Menu Bar, click **File**, then **Save As**.

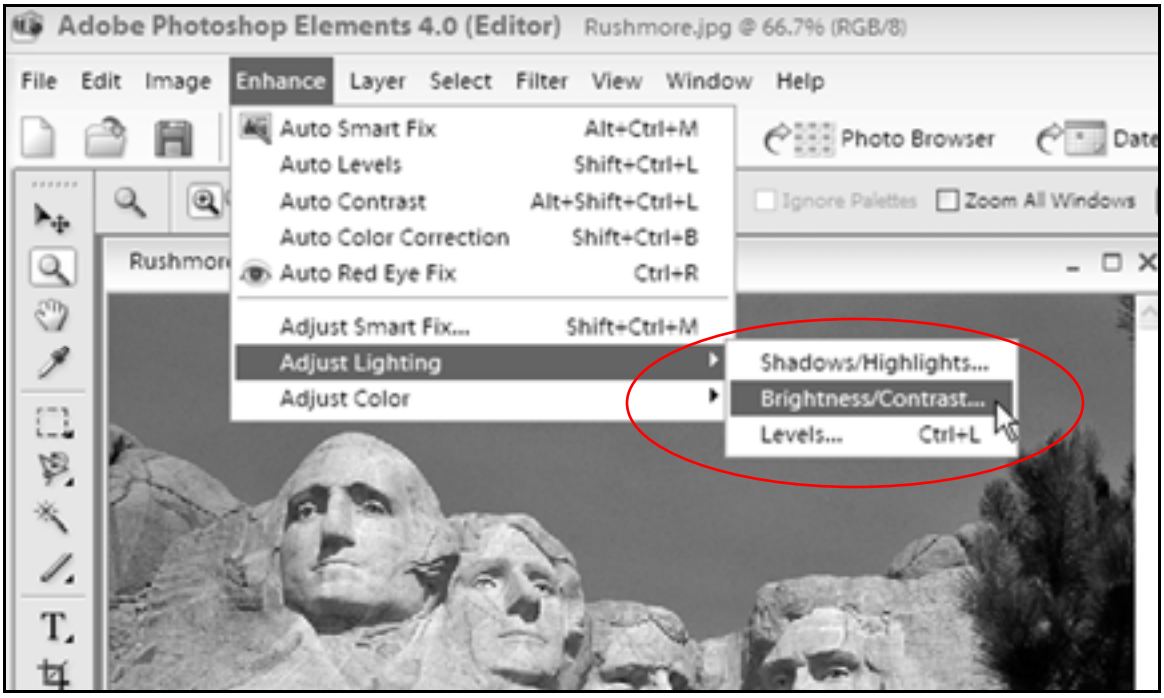
**5.** Save the graphic as **rushmore.gif** in the **Practice Files** folder.



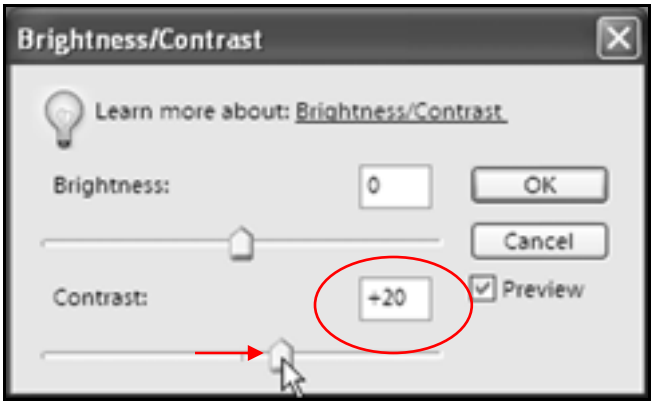

**Tip:** *If the* **GIF Options** *window appears, click the* OK *button.*



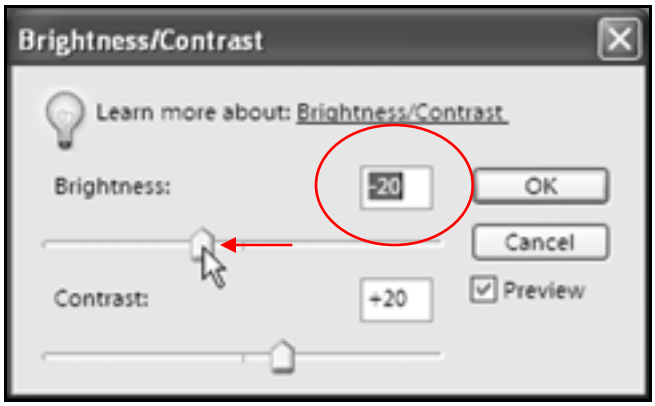
**6.** On the Menu Bar, click **Enhance**, **Adjust Lighting**, then **Brightness/Contrast**.




**7.** When the **Brightness/Contrast** window appears, move the **Contrast** slider to the right until the box reads **+20**.



Move the **Brightness** slider to the left until the box reads **-20**.




**8.** Click the OK button.

**9.** Save the graphic in the **Practice Files** folder as **rushmore.jpg**, then close it.

# Creating Graphics

In this section, you'll learn how to:

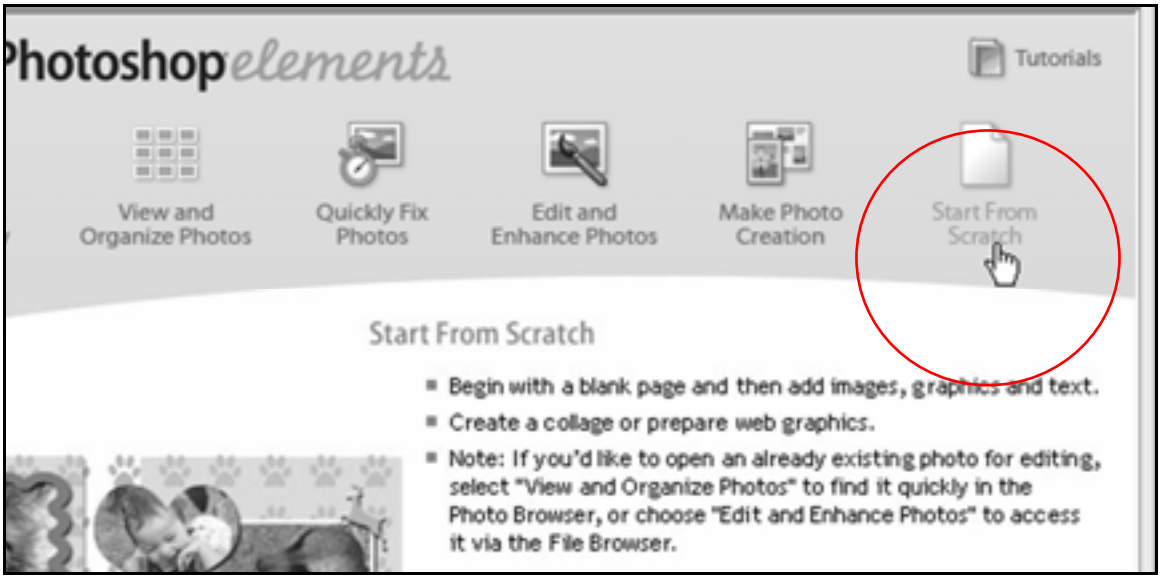
- **Draw and paint**
- **Create text graphics**
- **Replace colors**
- **Create shapes**

# Draw and paint

## Create a graphic background

1. Open Photoshop Elements.

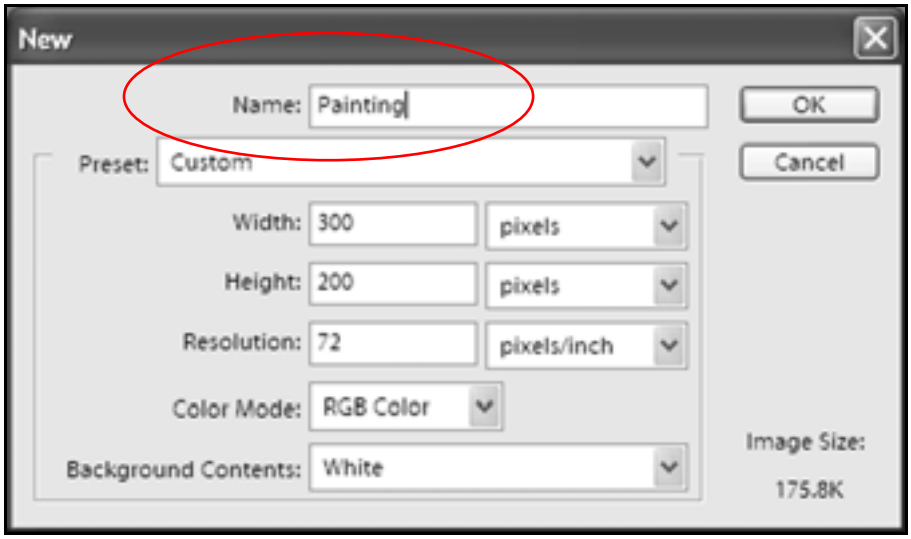
2. On the Welcome Screen, click **Start From Scratch**.



**3.** When the **New** window appears, type:

**Painting**

in the **Name** box.



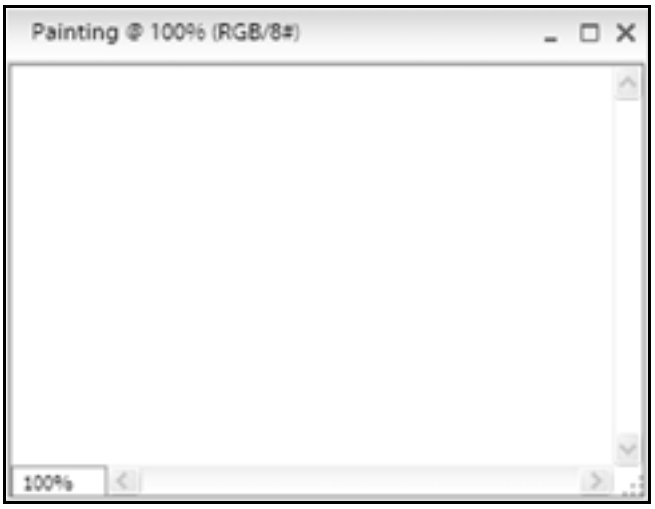

Make sure the **Color Mode** field reads **RGB Color**, and the **Background Contents** field shows **White**.

For **Width**, enter **300** pixels.

For **Height**, enter **200** pixels.

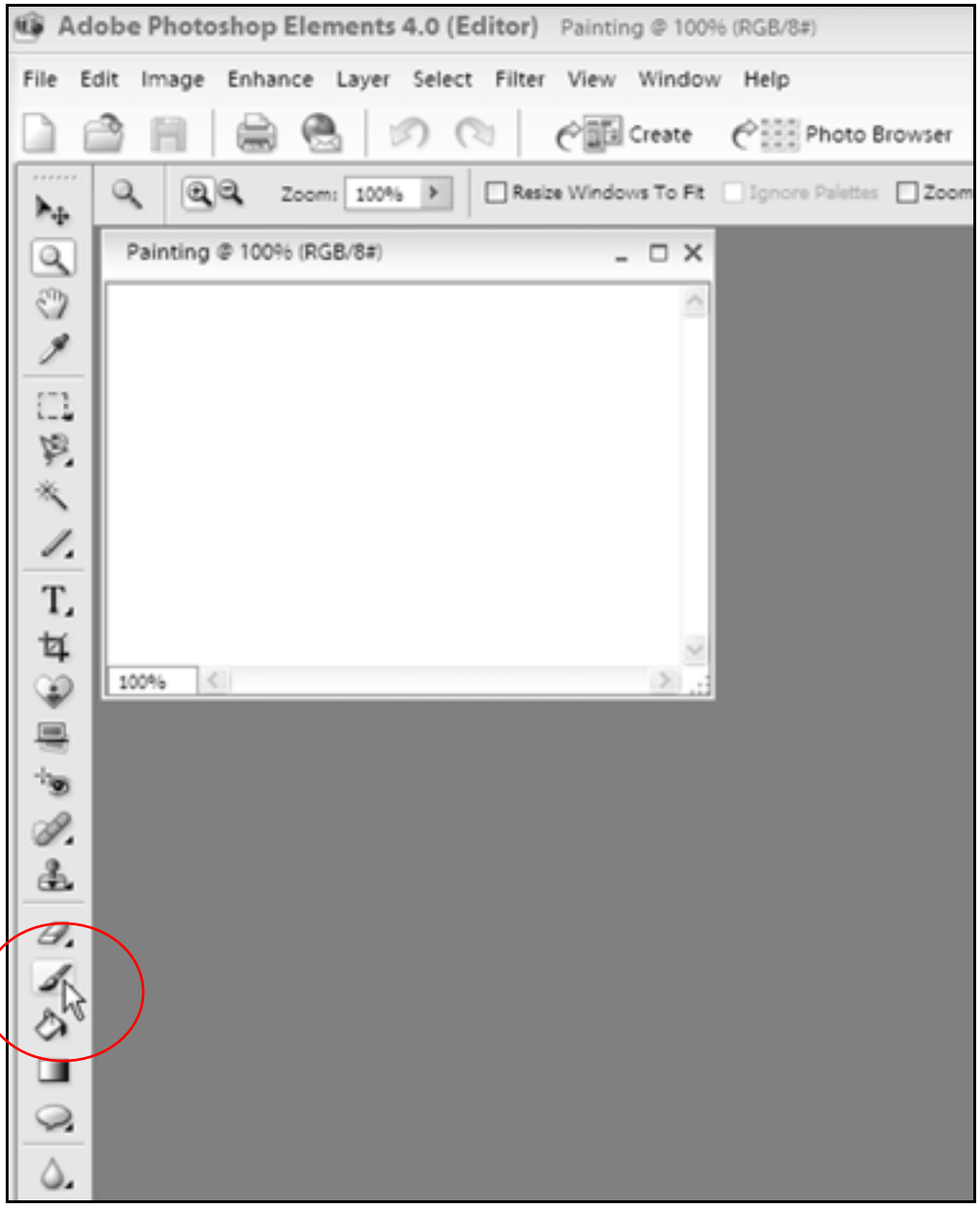
**4.** Click the OK button.

The **Painting** window should appear and look like this:

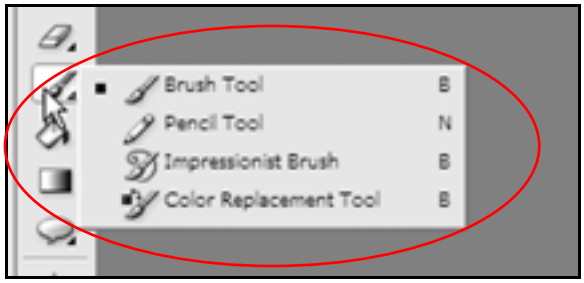


# Use the Paint Brush

**1.** In the Tools palette, click the tool.



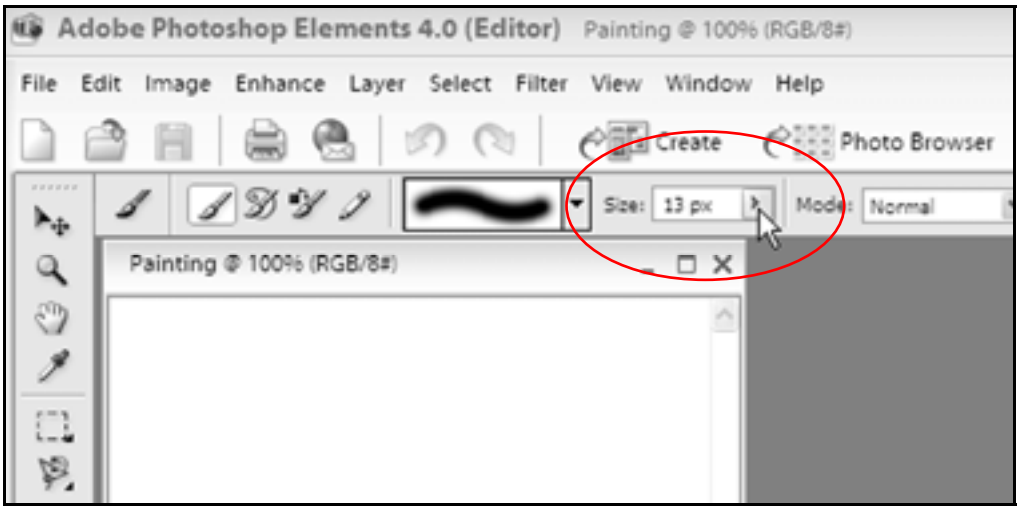
**Tip:** *If you see one of the other tools in the list,*



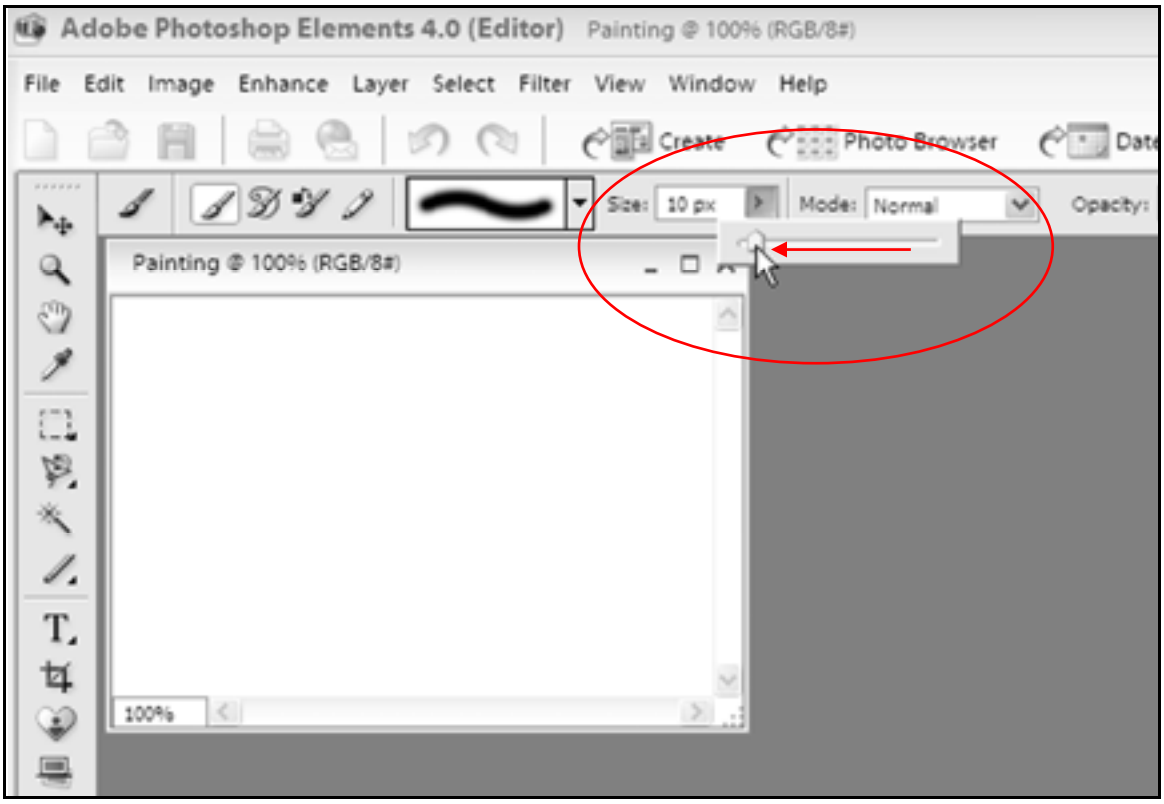

*click on it and hold down the mouse button.*

*When the list appears, click the* *tool.*

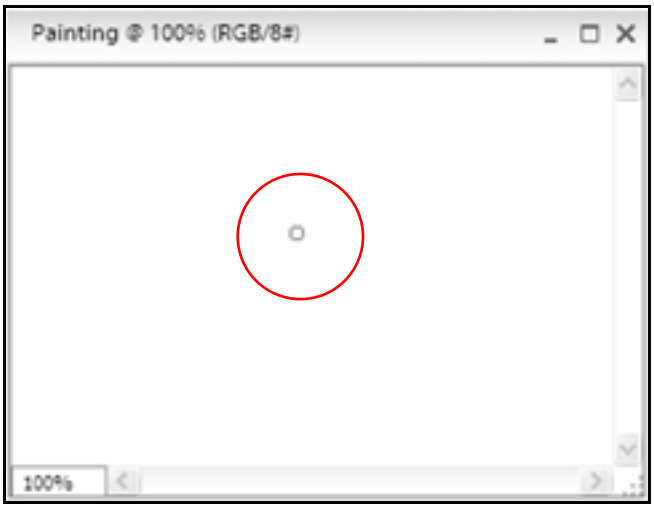
**2.** On the Toolbar, click the **Size** arrow.



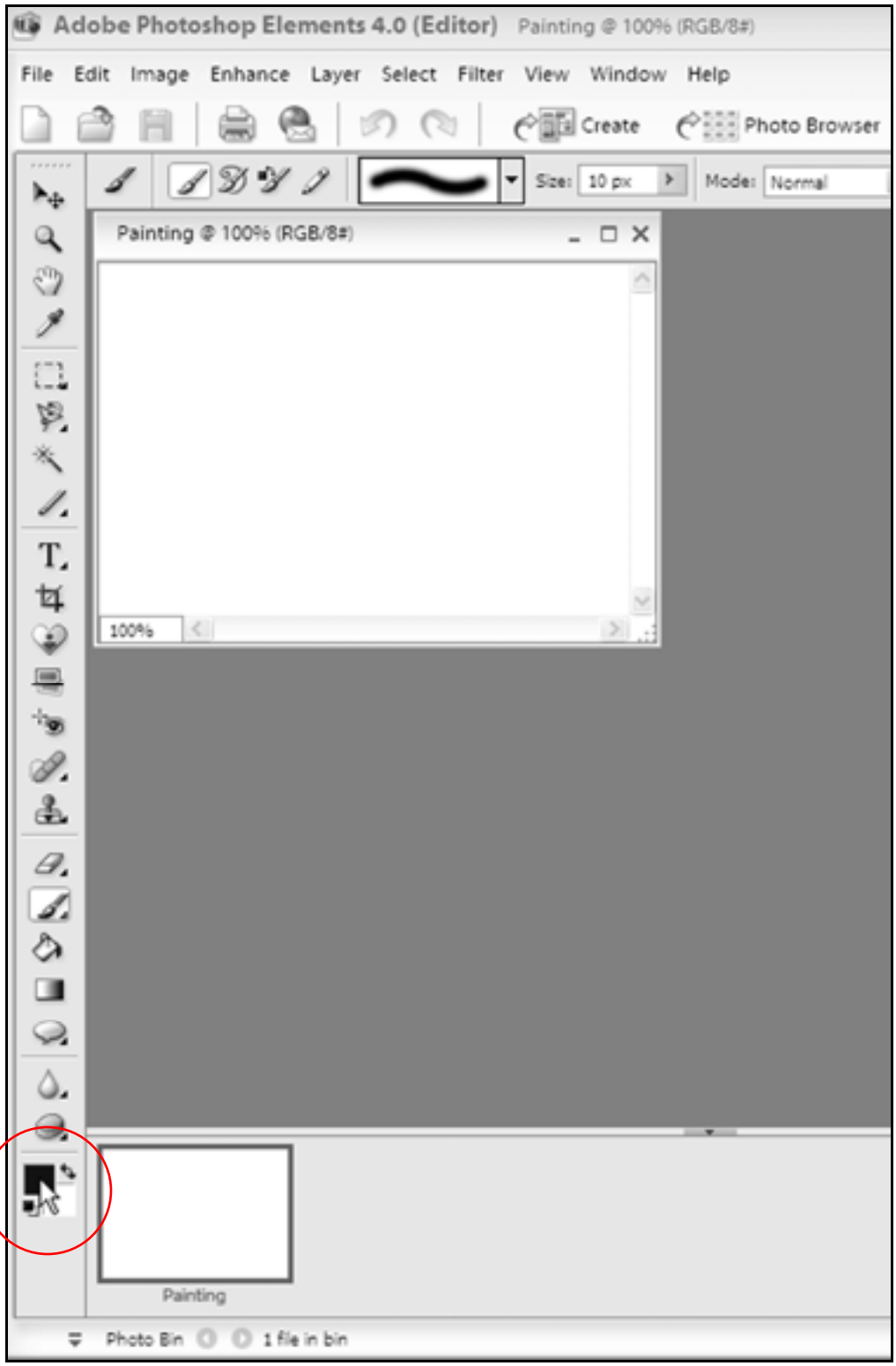
Move the slider until it reads **10**.



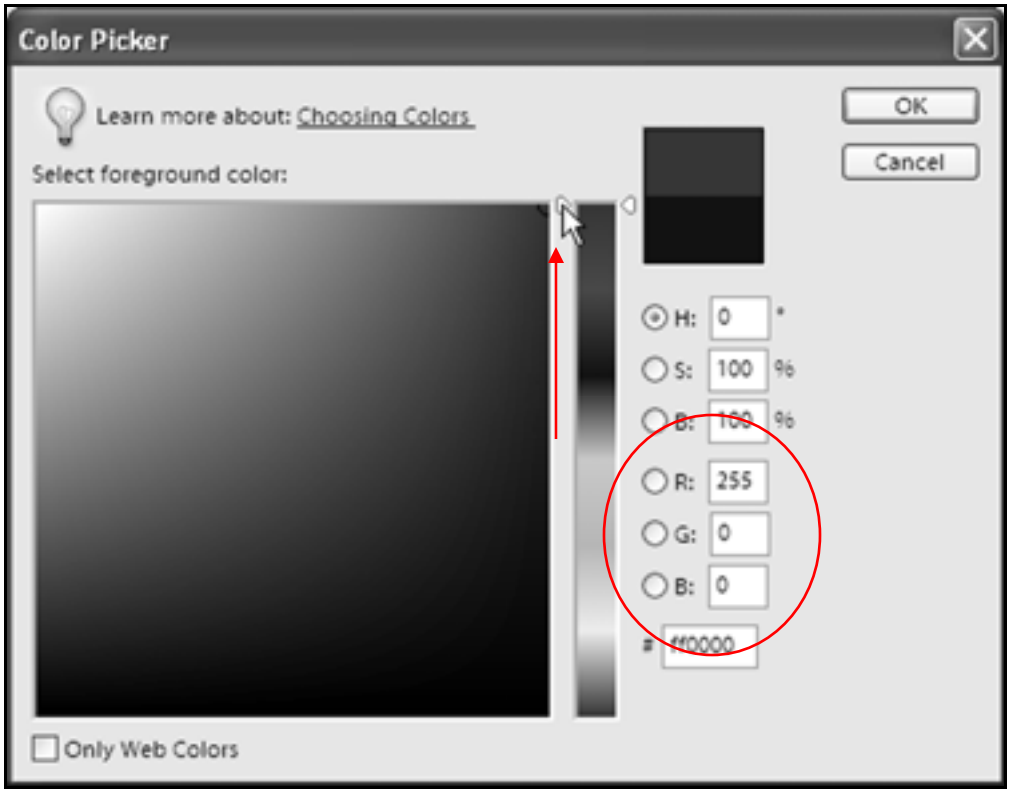

**3.** Place the cursor on the **Painting** window.



**4.** In the Tools Bar, click the **Set foreground color** chip.

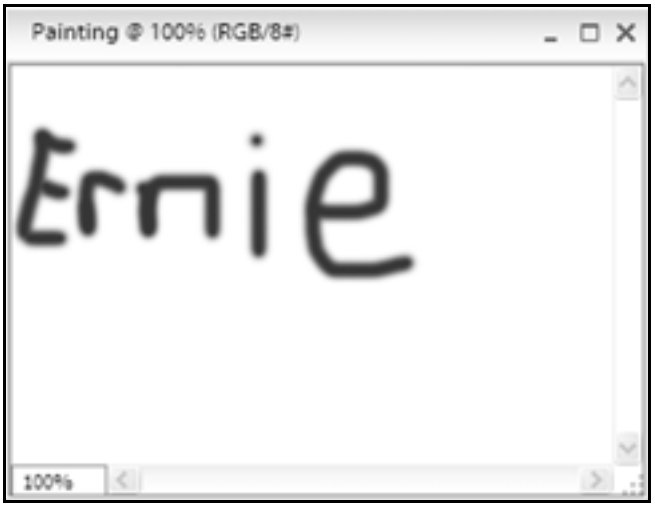


**5.** In the **Color Picker** window, move the inside slider up until **R** reads **255**, **G** is **0**, and **B** is **0**.

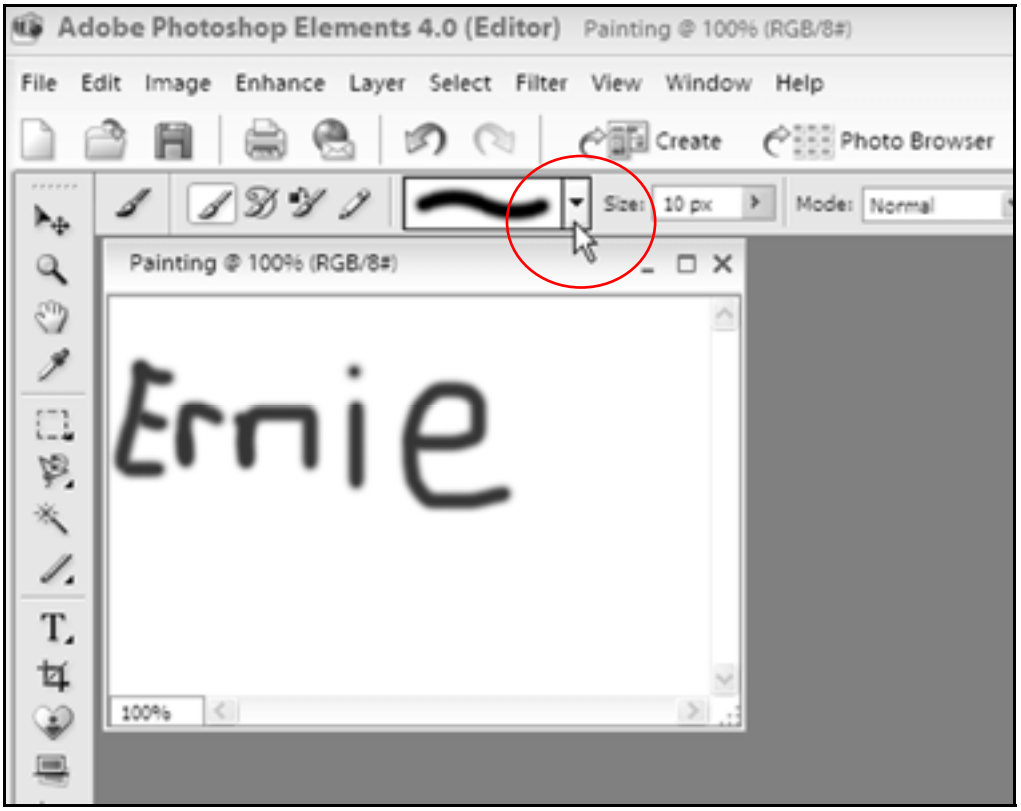


**6.** Click the OK button.

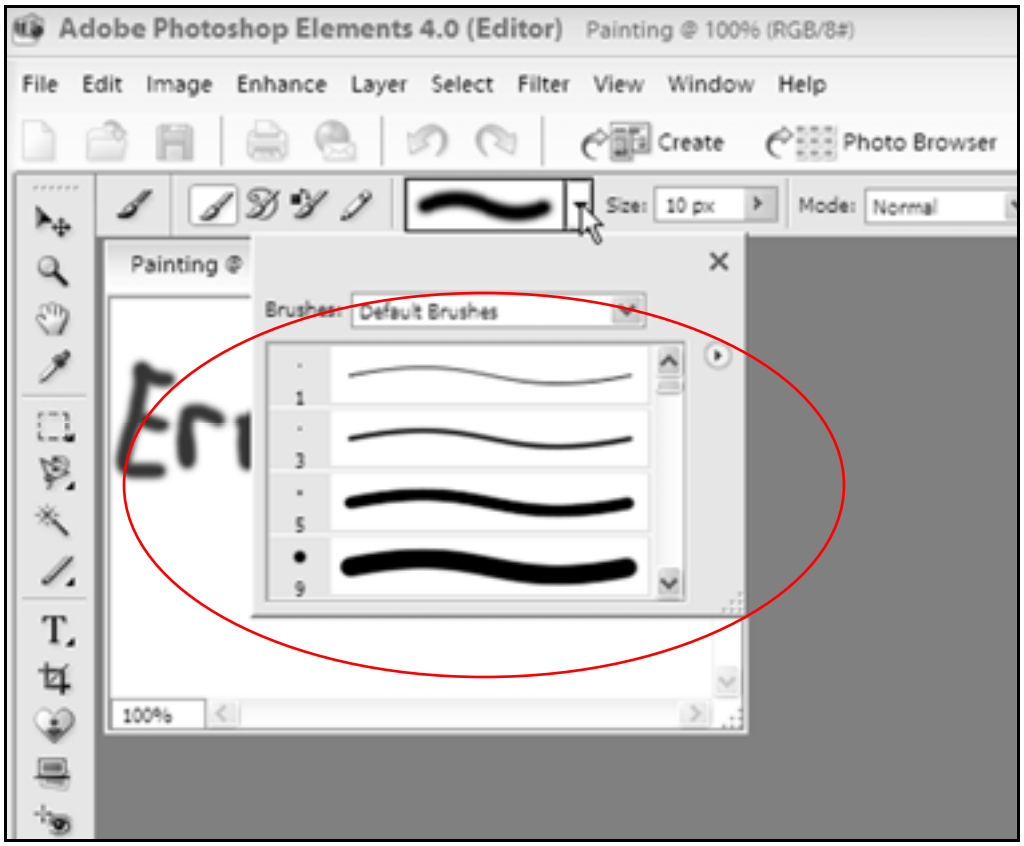
**7.** In the Painting window, click and drag the cursor to write your name.




**8.** On the horizontal Toolbar, click the **Brush presets** down arrow.



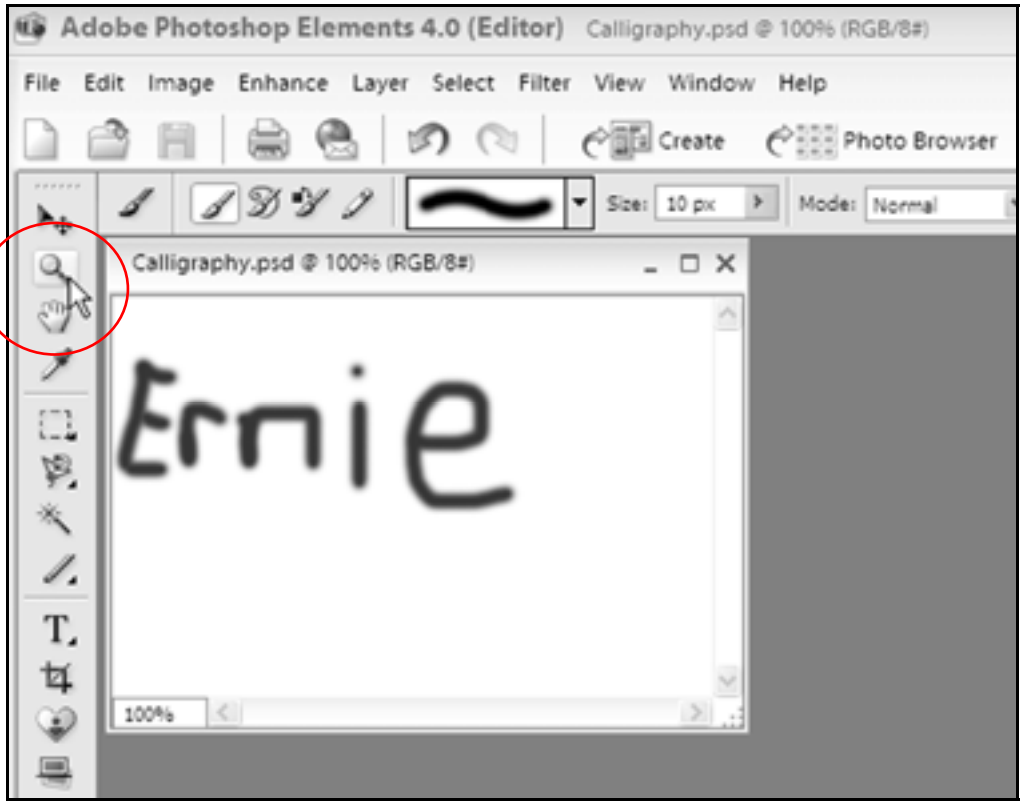
Notice the different tip shapes.




**9.** Save the graphic as **Calligraphy.psd** in the **Practice Files** folder.

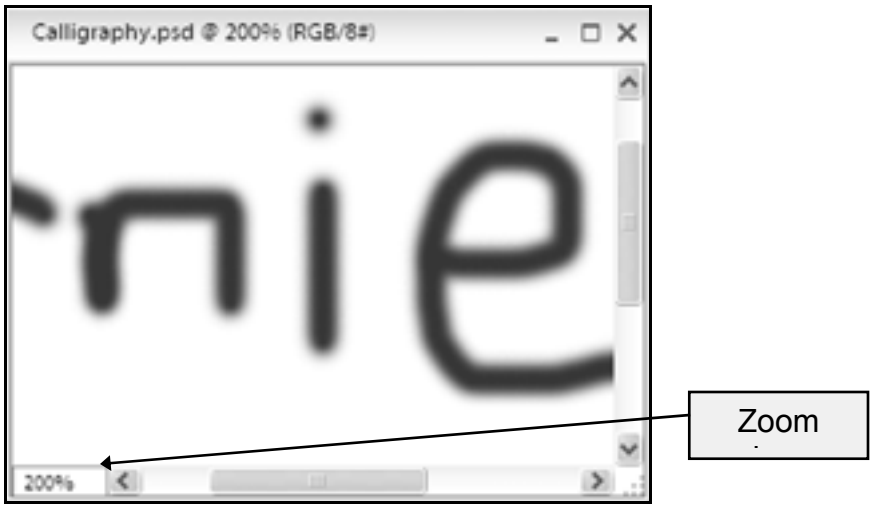
# Use the Zoom view

**1.** On the Toolbar, click the tool.



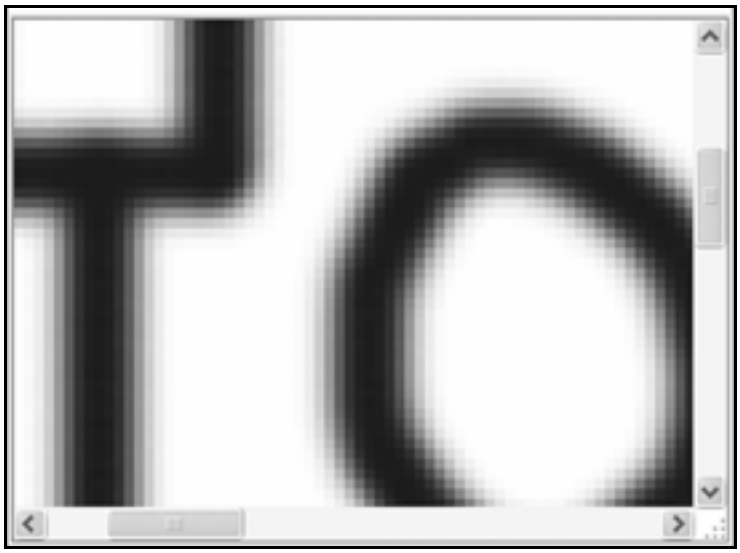
**2.** Click the drawing.

The drawing should look like this:

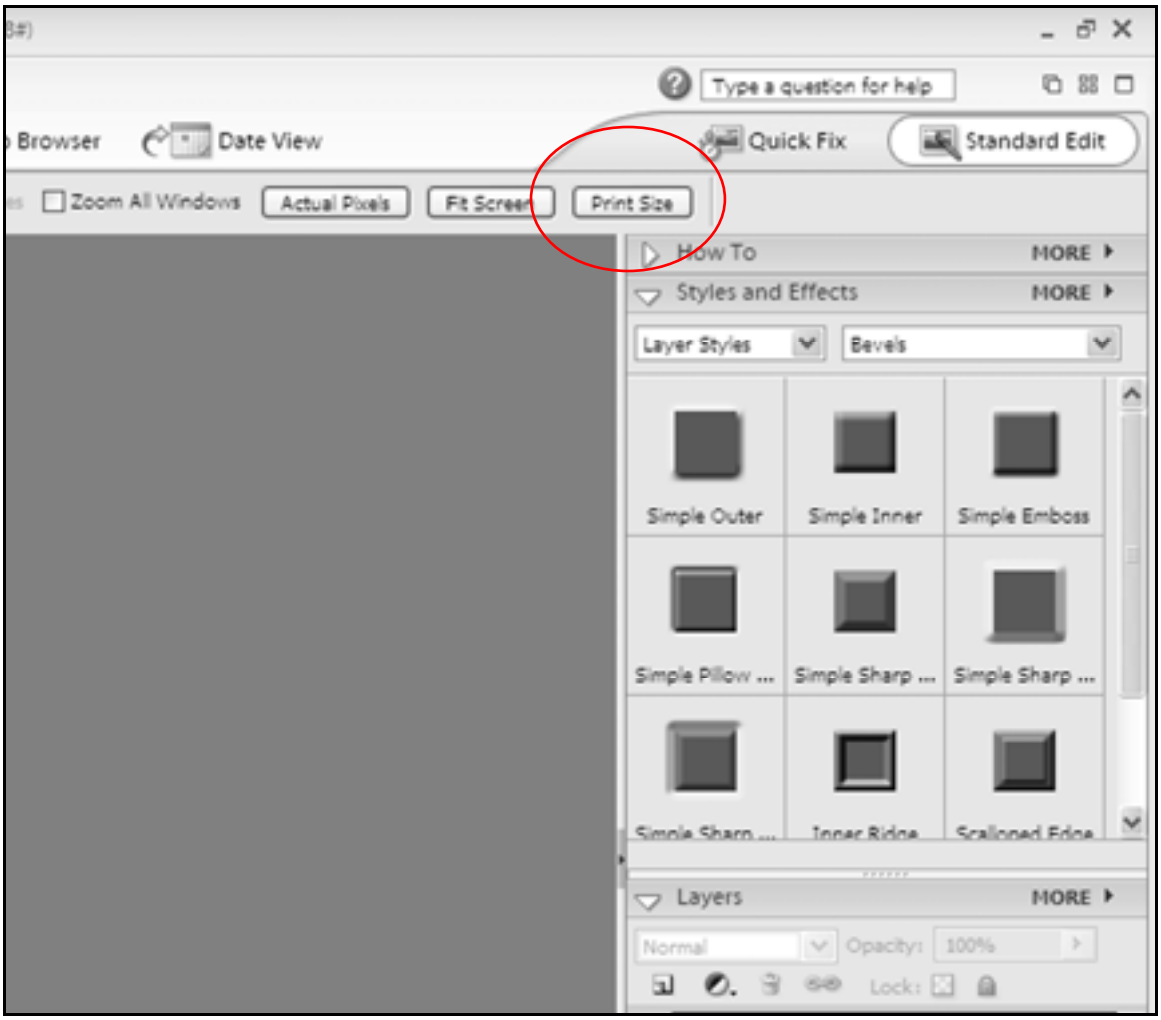



**3.** Continue zooming in until the **Zoom** box reads **500%**.

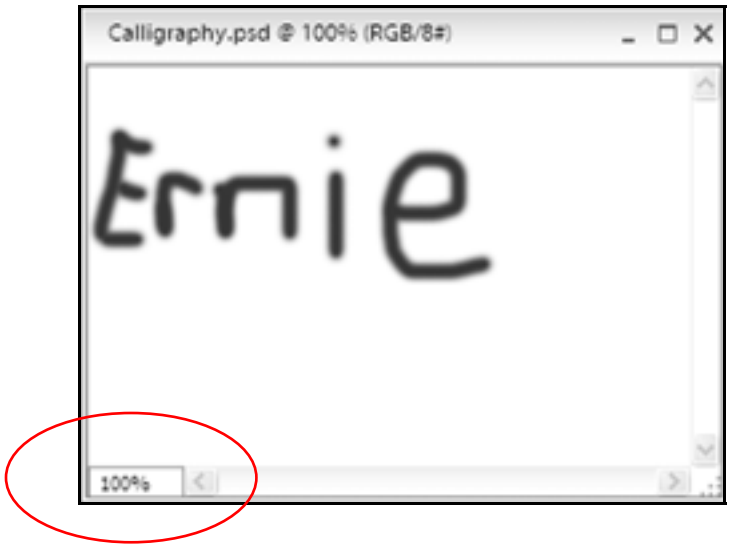
You can see the individual pixels in your drawing:



**4.** On the horizontal Toolbar, click the Print Size button.



The **Zoom** box now reads 100%.

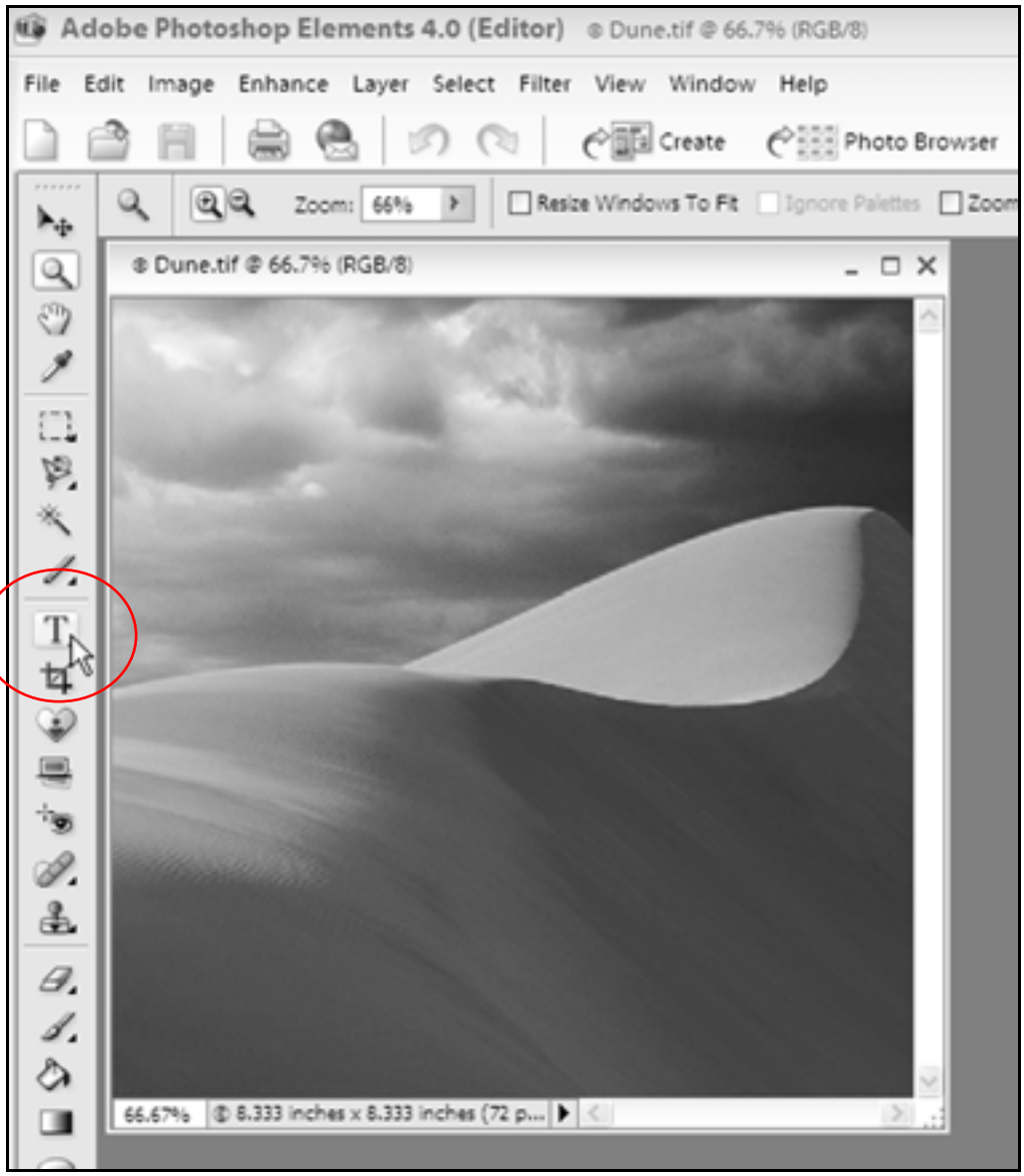



**5.** Close **Calligraphy.psd**.

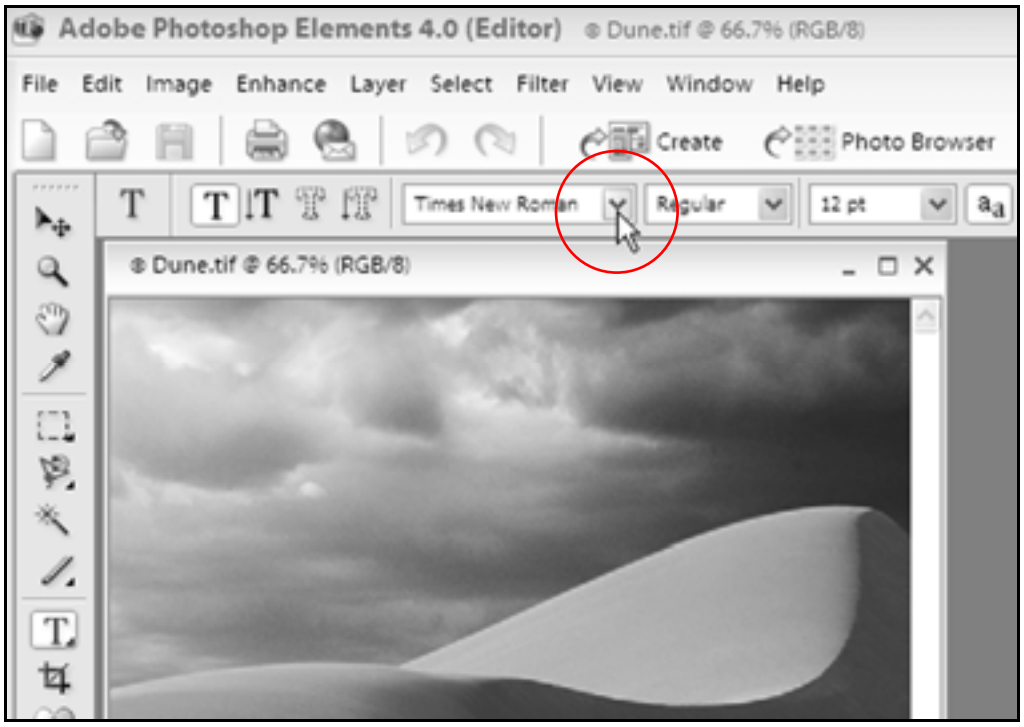
# Create text graphics

1. Open **Dune.tif** from the **Elements Graphics** folder.

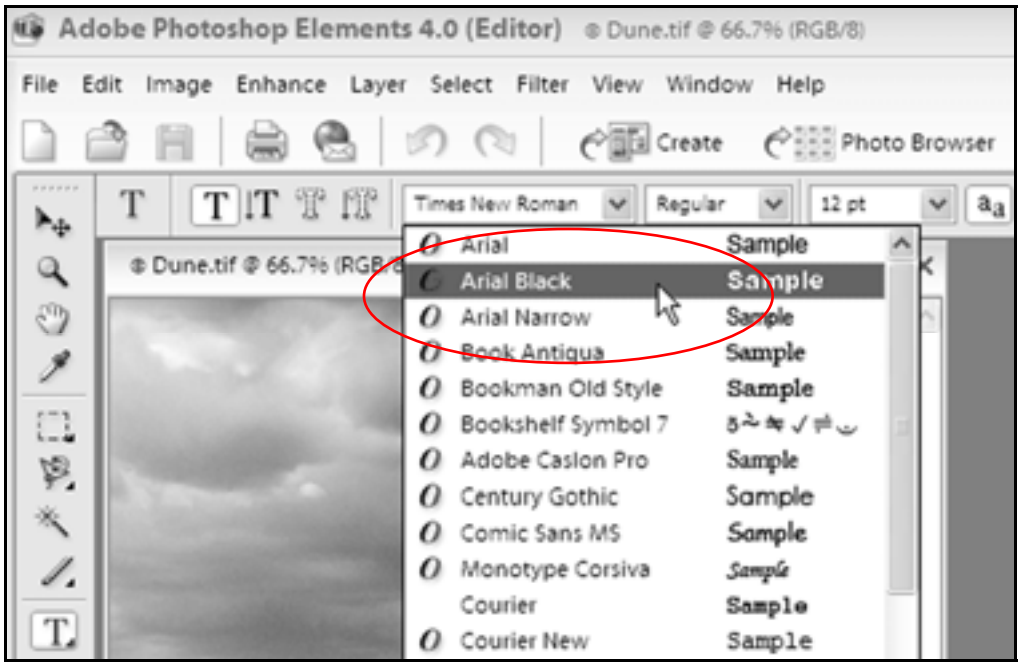
2. On the Toolbar, click the T tool.



**3.** In the horizontal Toolbar, click the Font drop-down arrow.

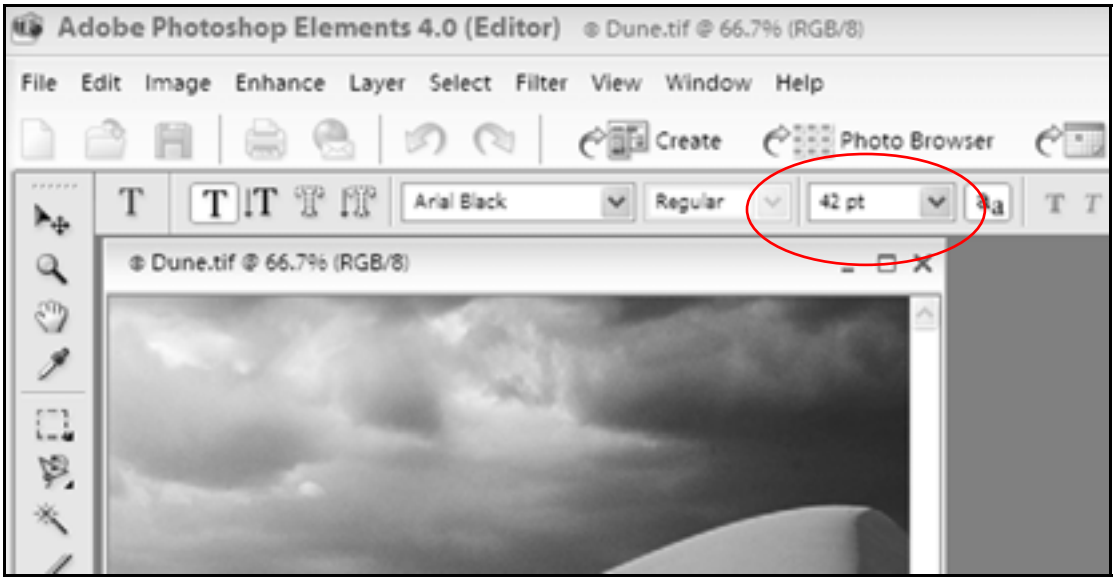



**4.** In the list, click **Arial Black**.



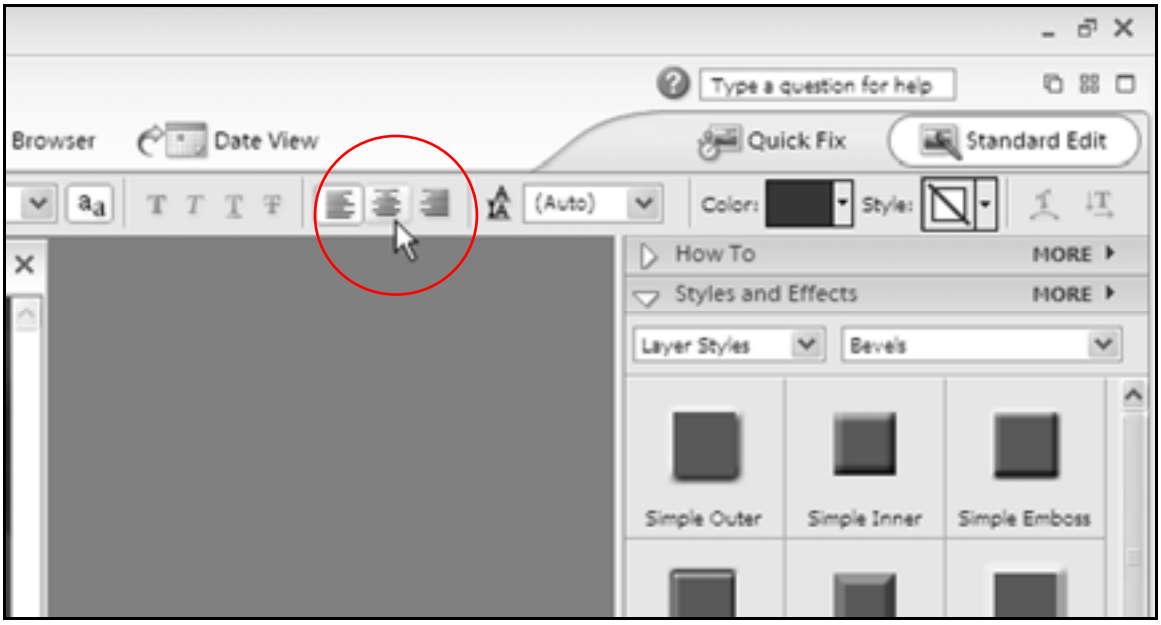
**5.** In the Font Size box, type:

**42 pt**




Then press the **ENTER** key on the keyboard.

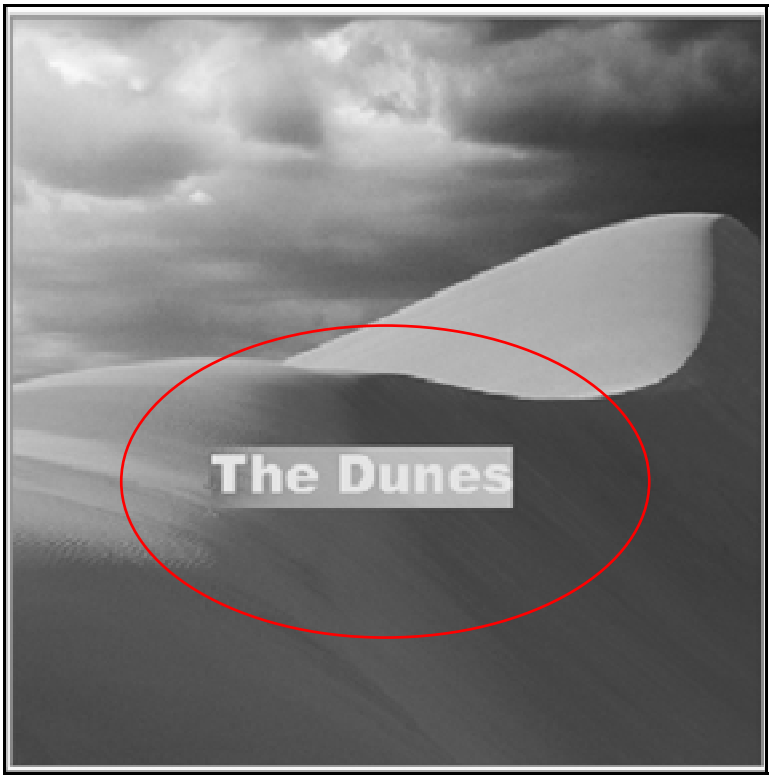
**6.** Click the icon.



**7.** Click on the center of the graphic and type:

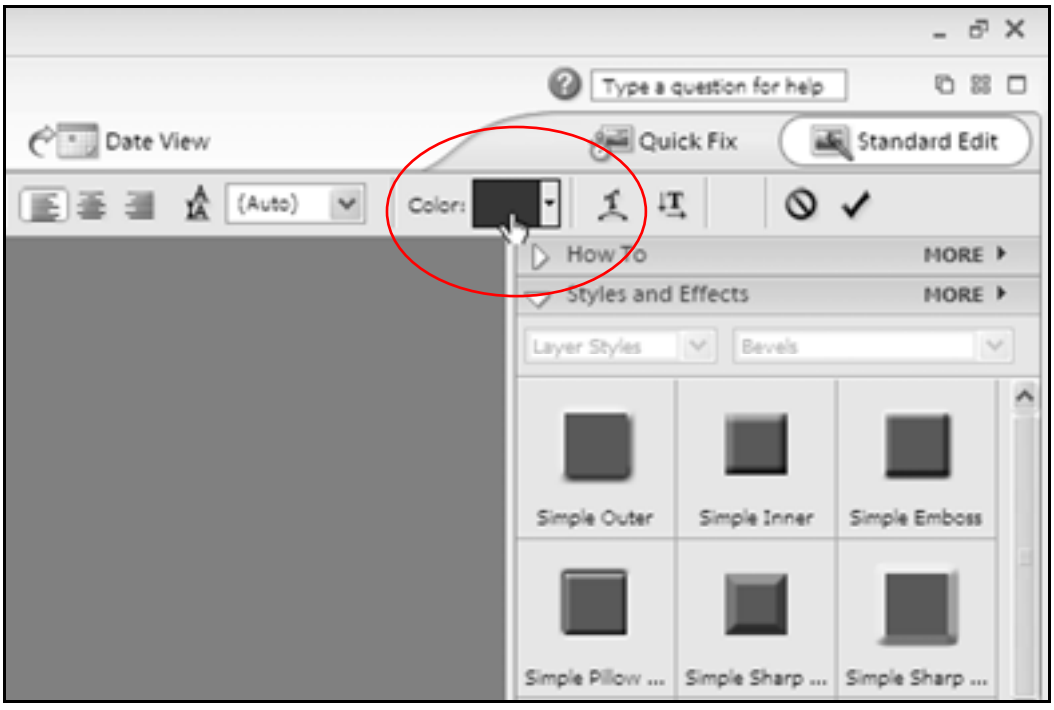
**The Dunes**

**8.** Click and drag the cursor across the words you typed to highlight them.




**9.** In the horizontal Toolbar, click the icon.





**10.** Move the **Color Picker** window so you can see most of the graphic.

Position the cursor over the lightest part of the dune.

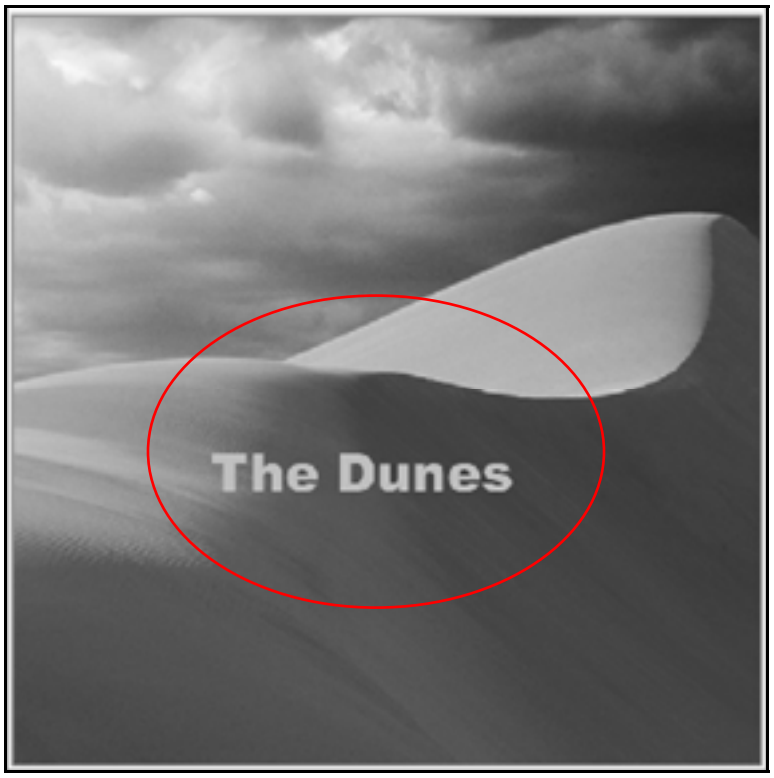
It changes to an eyedropper.

**11.** Click the light part of the dune.

**12.** In the **Color Picker** window, click the OK button.

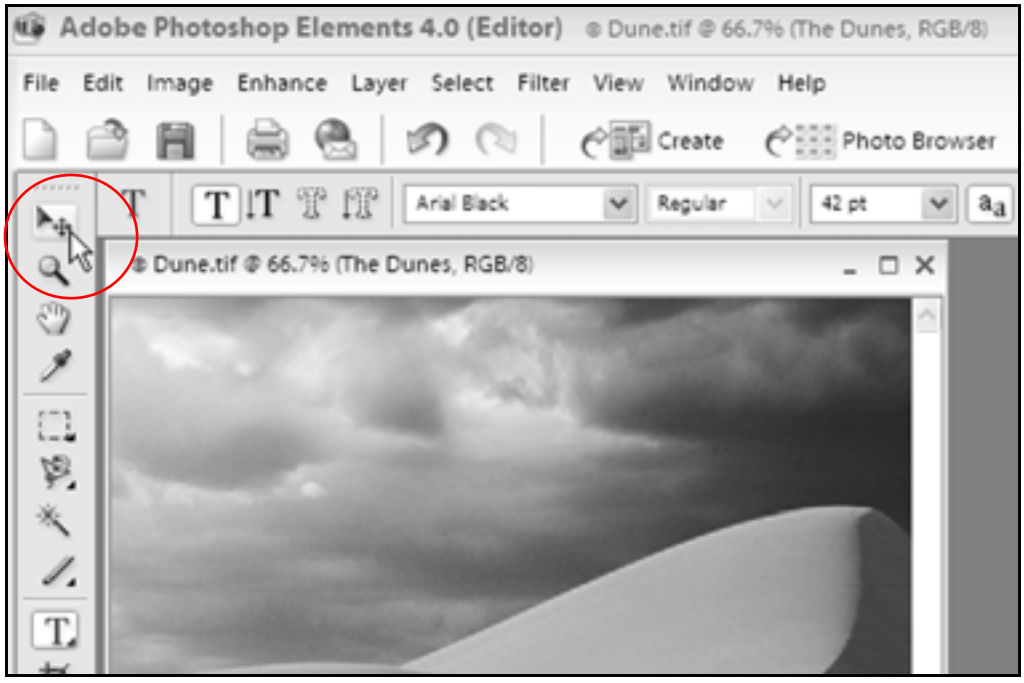
**13.** Click the graphic.

The text should now be that color.



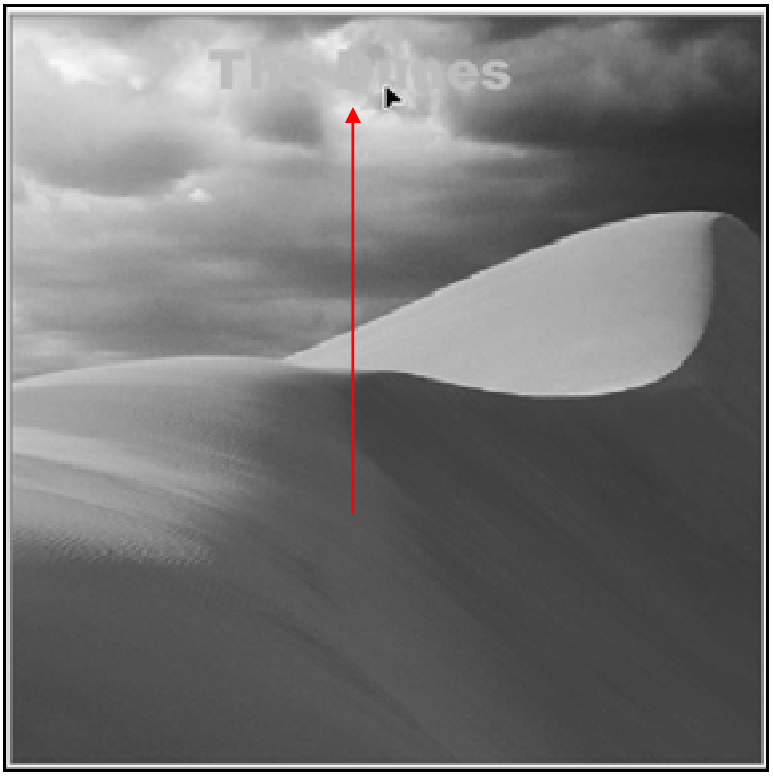
# Reposition text

**1.** On the Toolbar, click the icon.



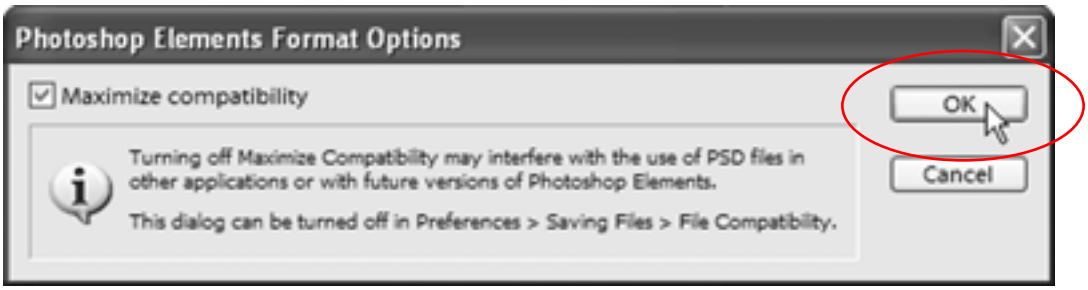
The cursor should turn into an upward-pointing arrow and a 4-pointed cursor.

**2.** Click the text and drag it until it's centered at the top of the graphic.



**3.** Save the graphic as **Dune.psd** in the **Practice Files** folder.

**4.** When the **Format Options** window appears, click the OK button.




**5.** Close the graphic.

# Practice

1. Open **Shuttle.tif** from the **Elements Graphics** folder.

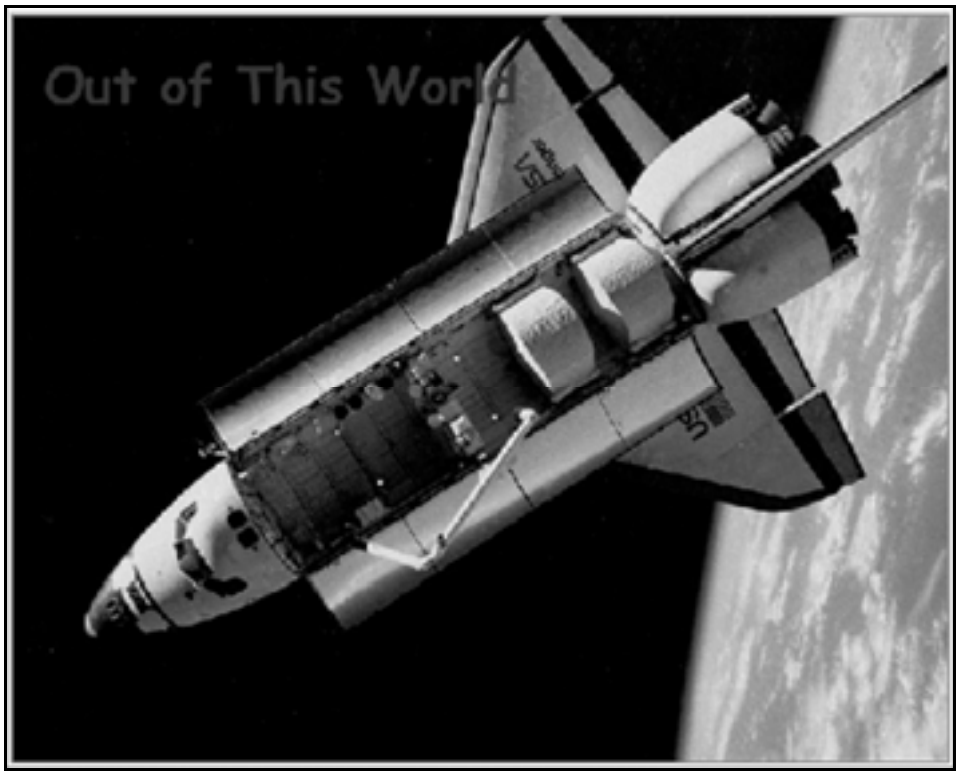
2. Set the text options to Comic Sans, Bold, 36 pt.

3. Set the color of the type to bright red.

4. Add the following text to the upper left corner:

   ***Out of This World***

   The graphic should look like this:

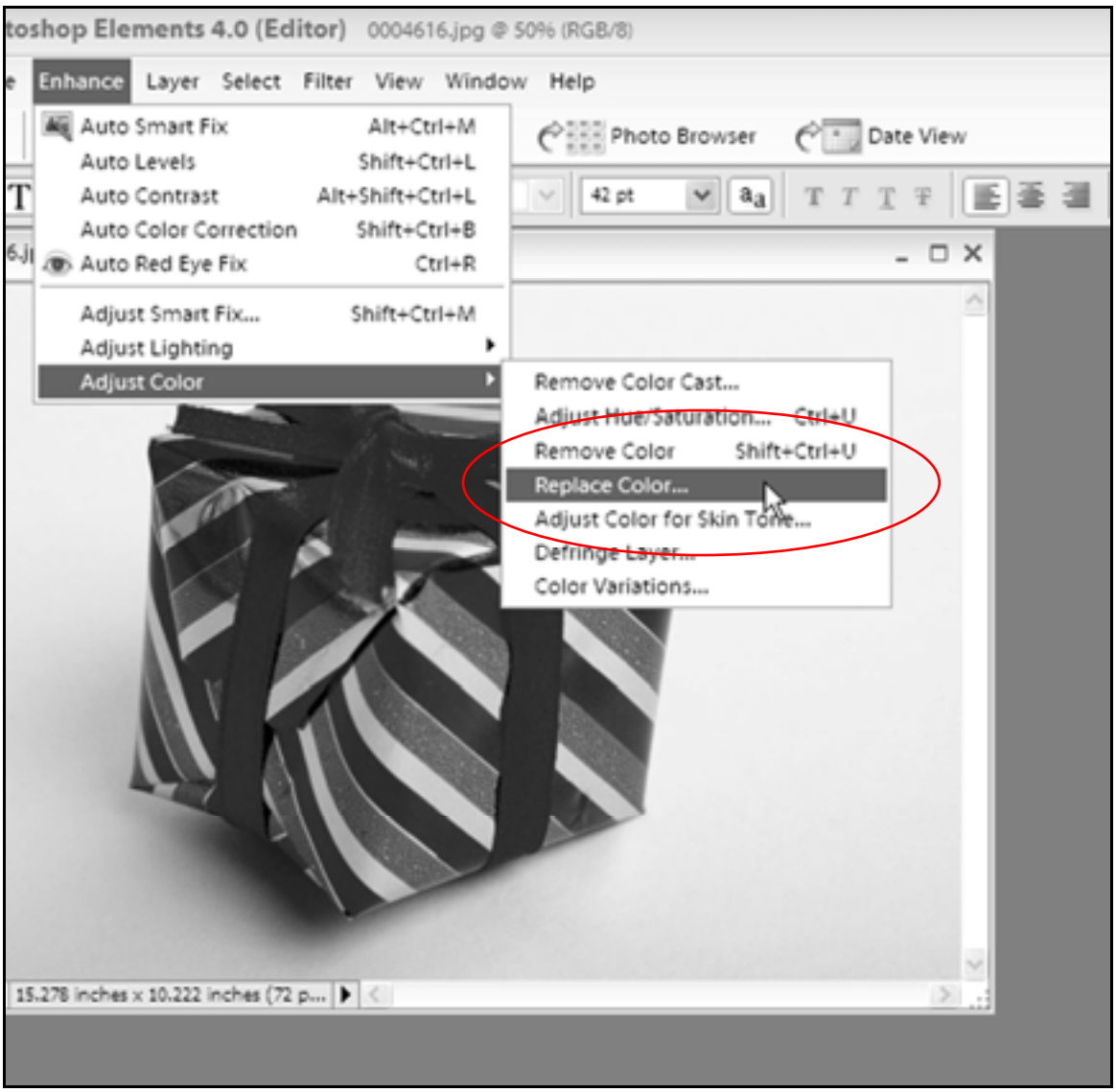



5. Save this graphic as **shuttle.jpg** in the **Practice Files** folder, then close it.

# Replace colors

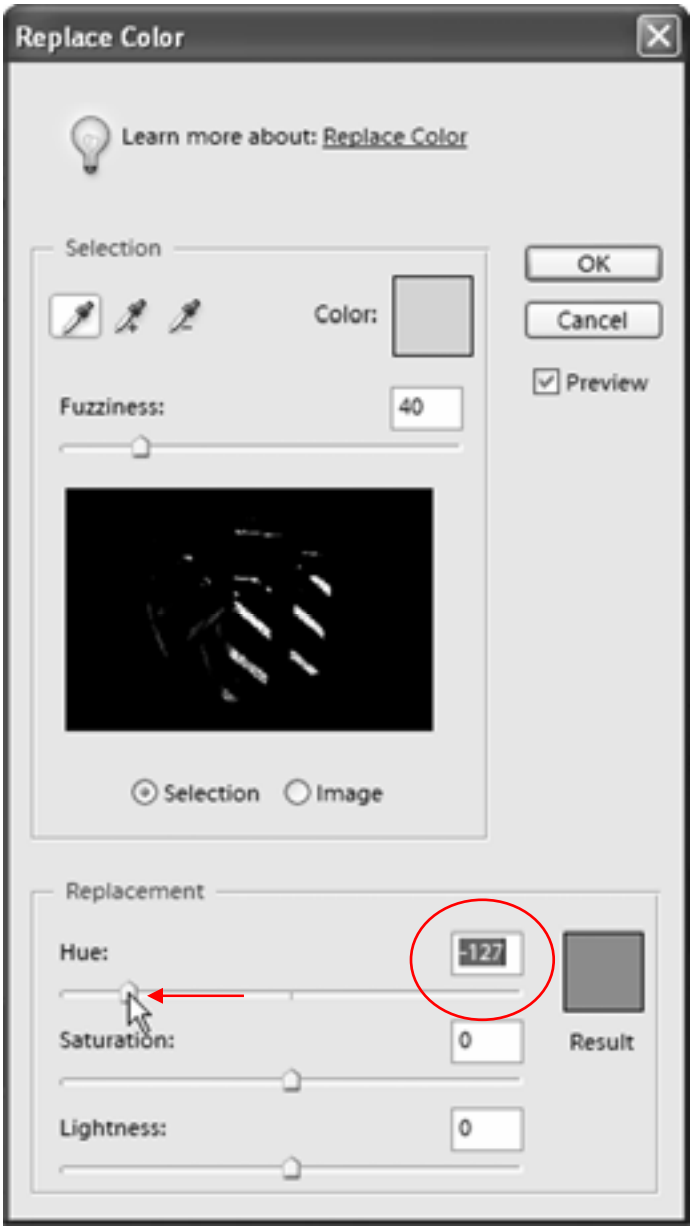
1. Open **0004616.jpg** from the **Elements Graphics** folder.

2. On the Menu Bar, click **Enhance**, **Adjust Color**, then **Replace Color**.



**3.** When the **Replace Color** window appears, click with the eyedropper over a yellow stripe on the package.

**4.** In the **Replace Color** window, drag the **Hue** slider to a different color of your choice.



**5.** Click the

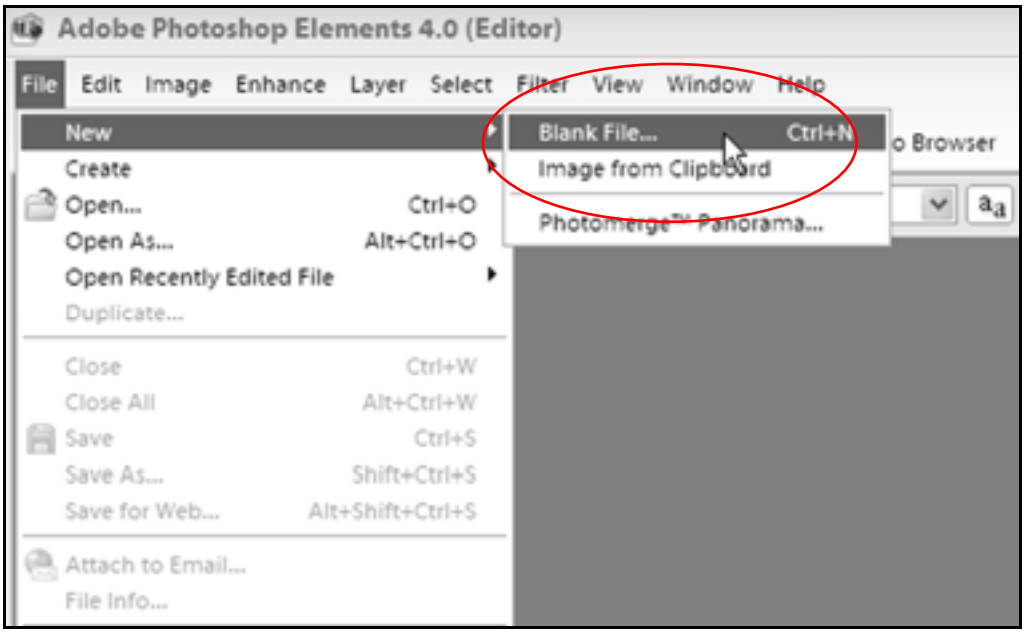
button.

The graphic should look like this:

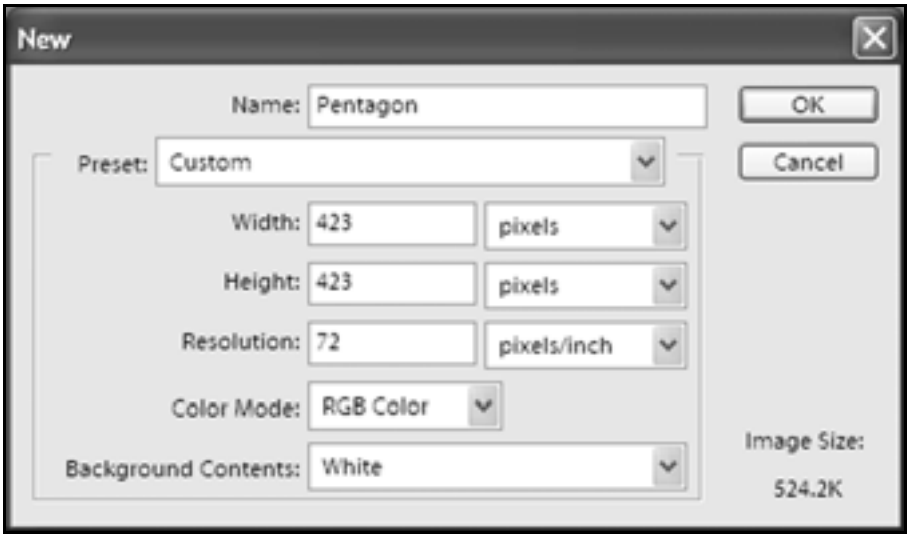
**6.** Save the file as **package.gif** in the **Practice Files** folder, then close it.

# Create shapes

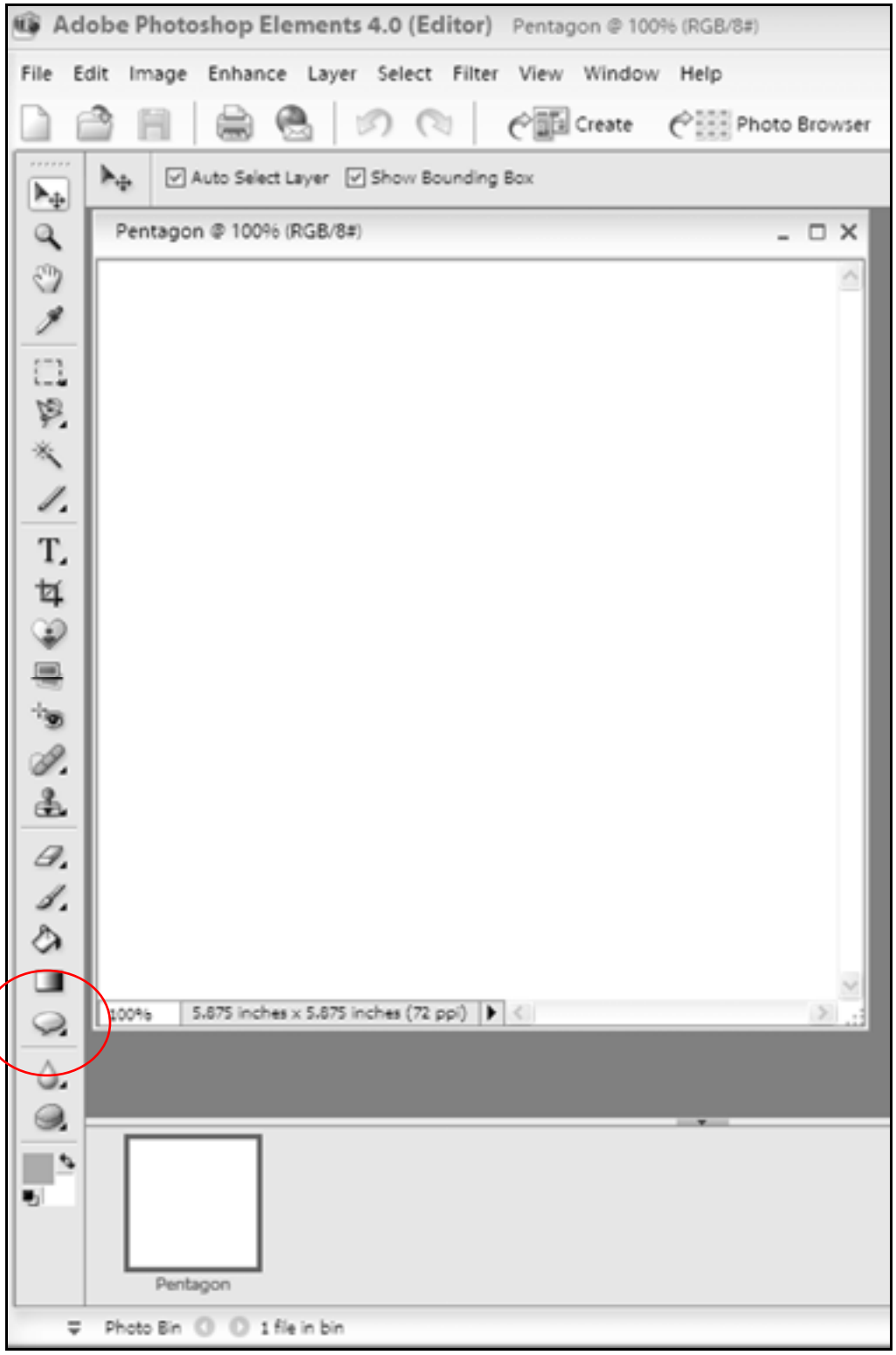
**1.** Create a new graphic background…



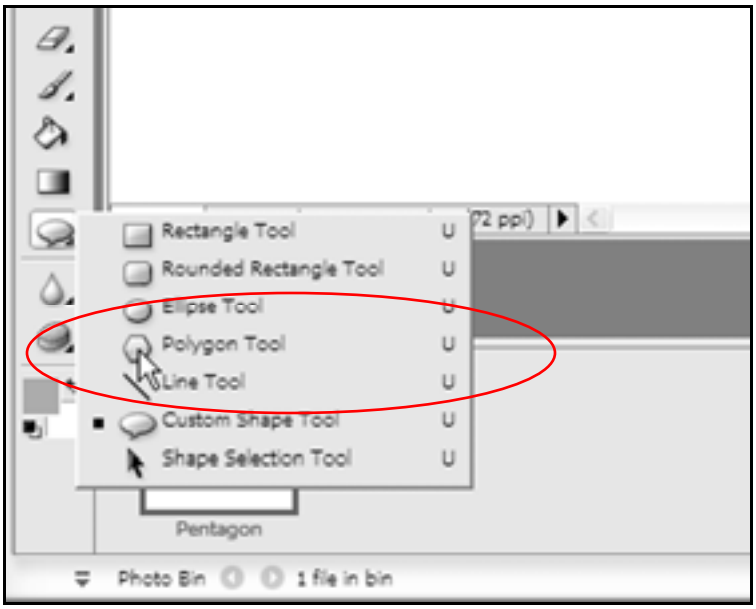

… called **Pentagon** with a width and height of **423**.



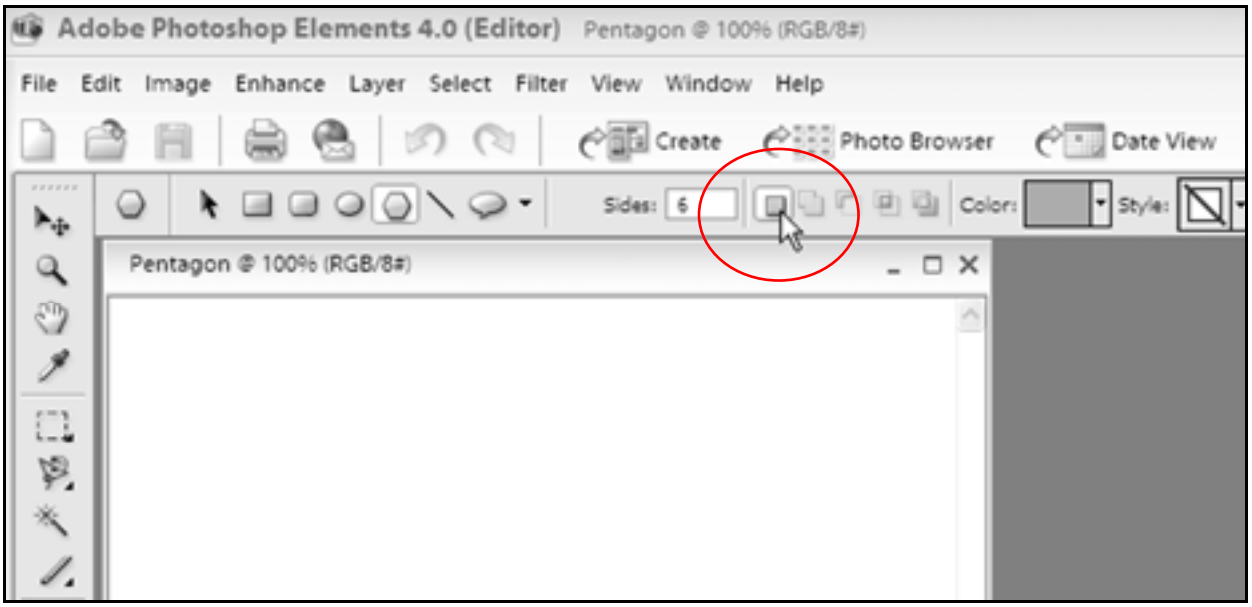
**2.** In the Toolbar, click the icon and hold down the mouse button.



**3.** When the menu appears, click the icon.

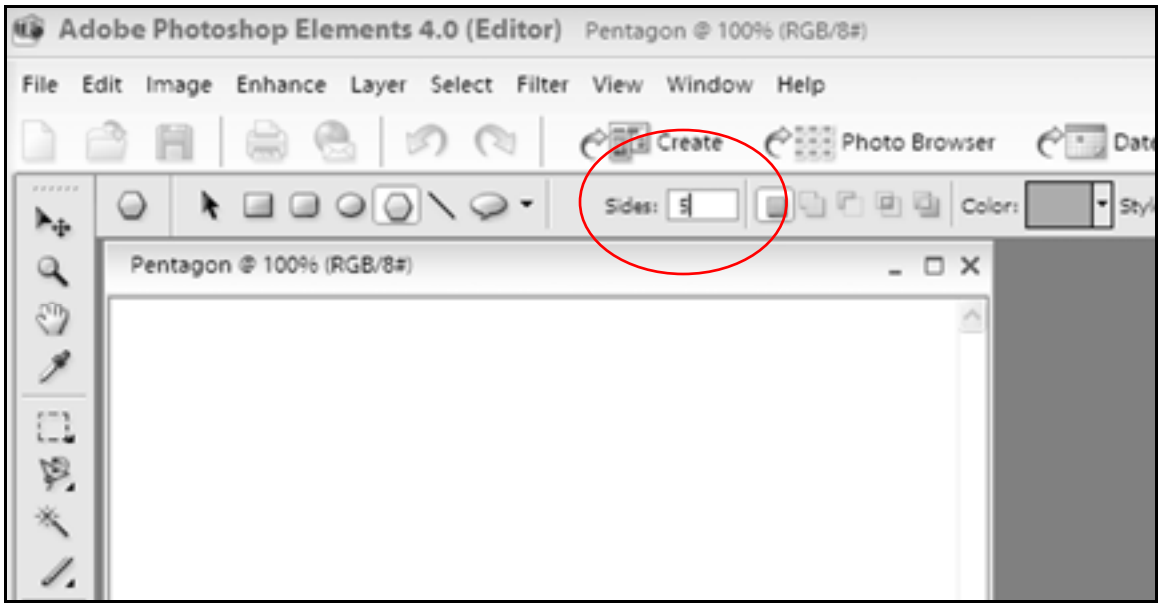



**4.** On the horizontal Toolbar, make sure the icon is clicked.



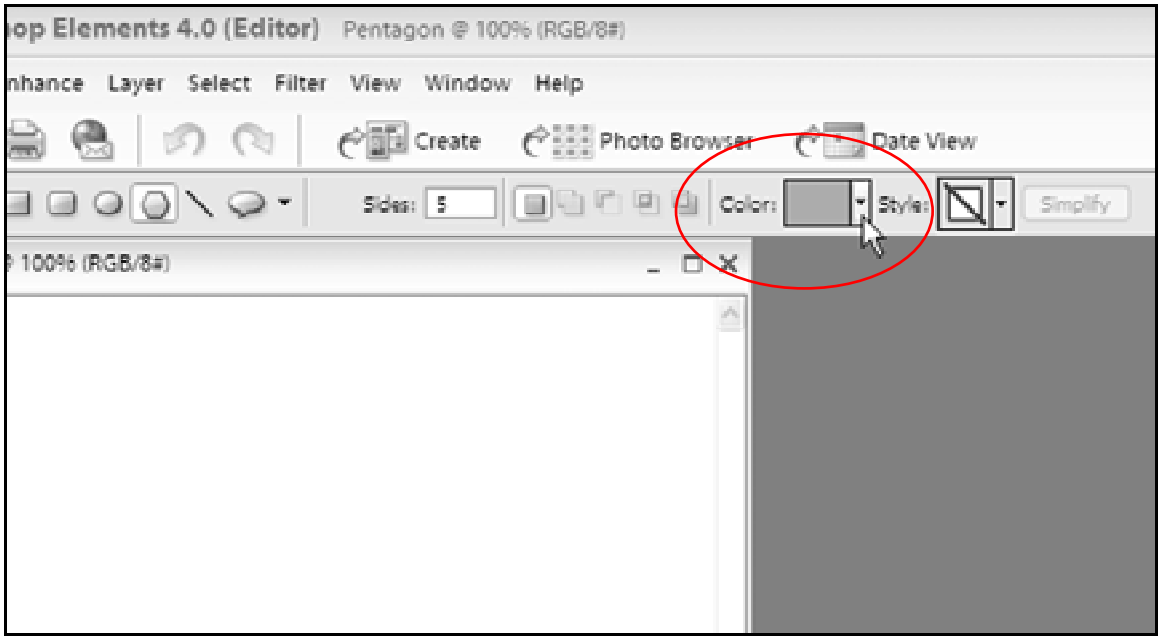
**5.** In the **Sides** box, type:

**5**

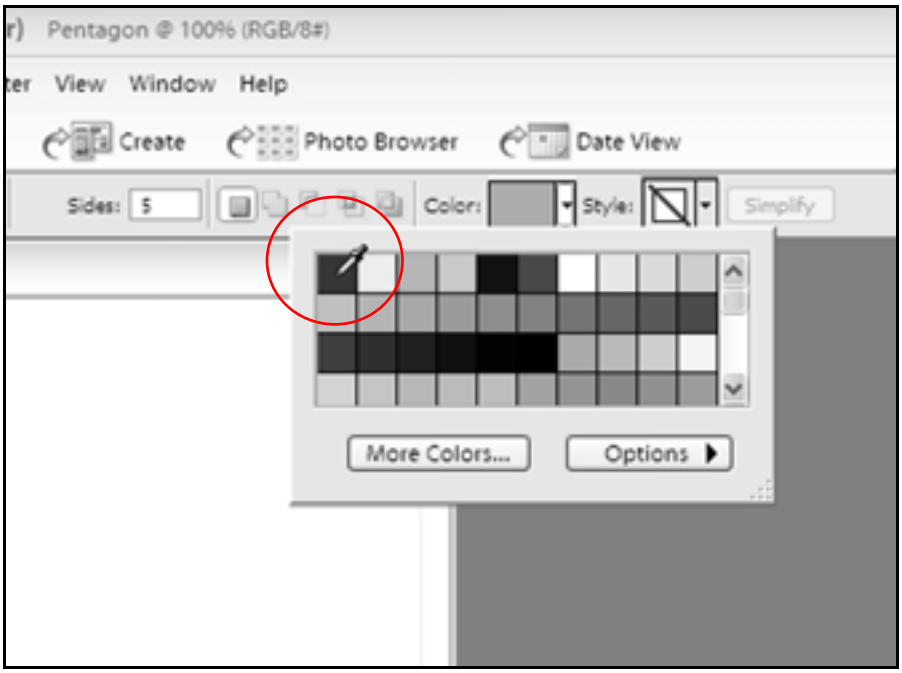



**6.** Click the down arrow for the icon.

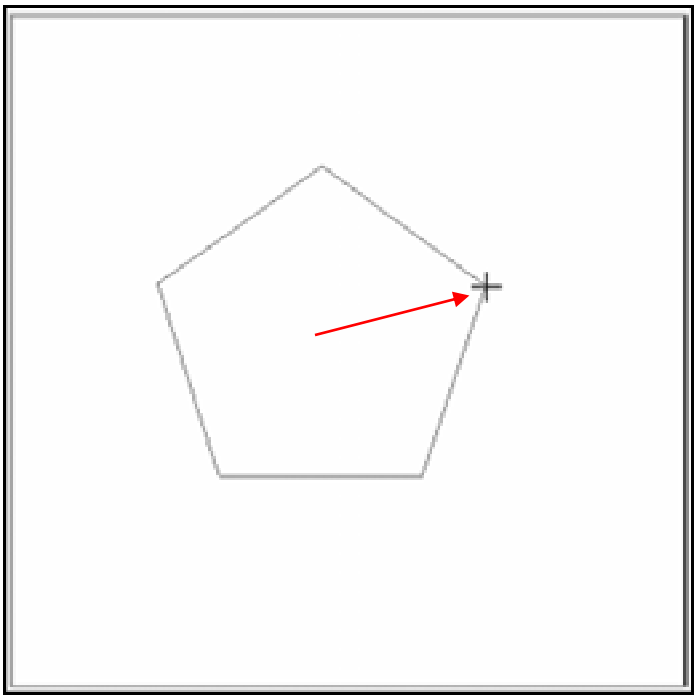




When the color grid appears, click Red.

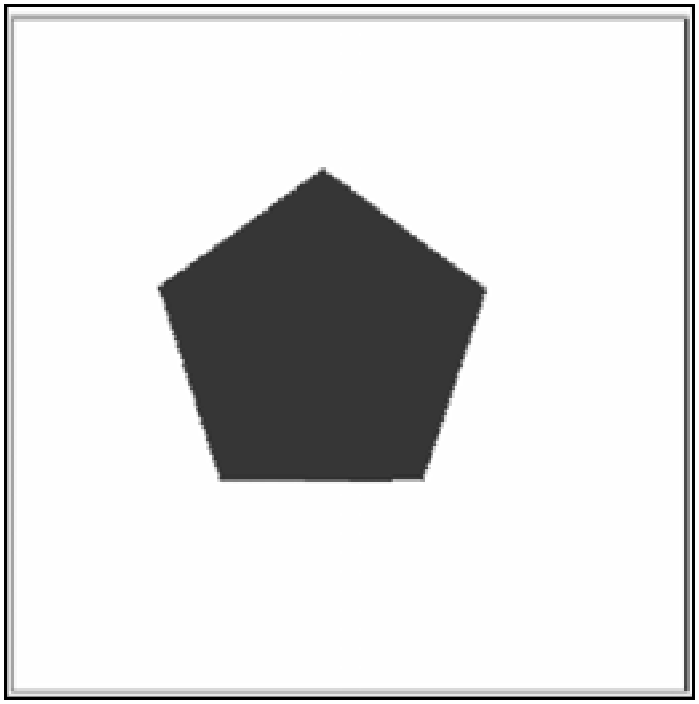



**7.** Click in the middle of the window, then drag outward halfway to its edge.



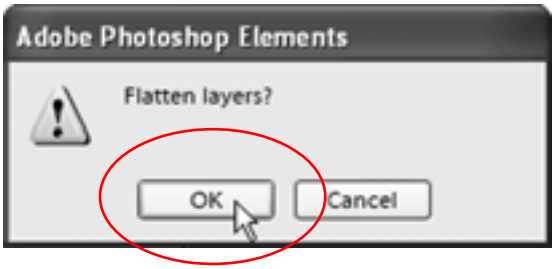
Release the mouse button.

A red pentagon should appear:

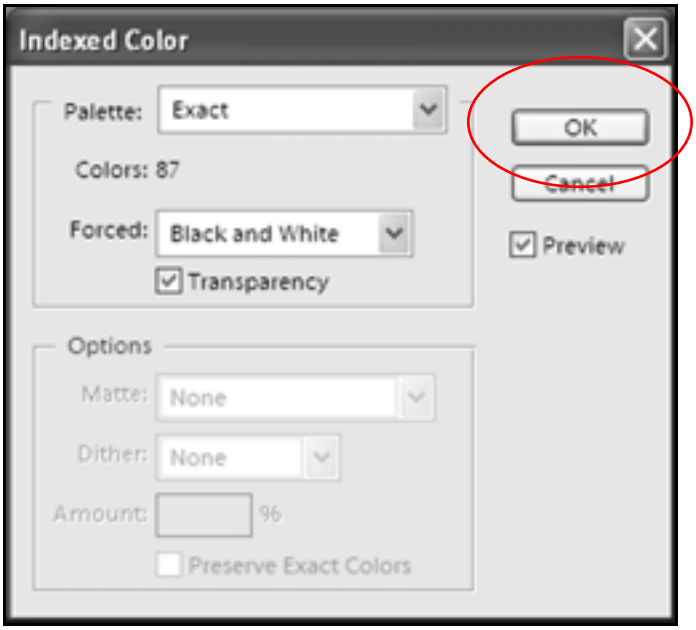


**8.** Save this graphic as **pentagon.gif** in the **Practice Files** folder.

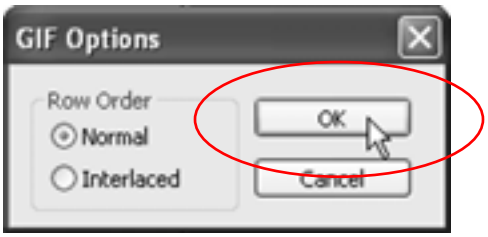
**9.** When the alert window appears, click the OK button.



**10.** When the **Indexed Color** window appears, click the OK button.




**11.** When the **GIF Options** window appears, click the OK button.




**12.** Close the file without saving changes.

# Advanced Techniques

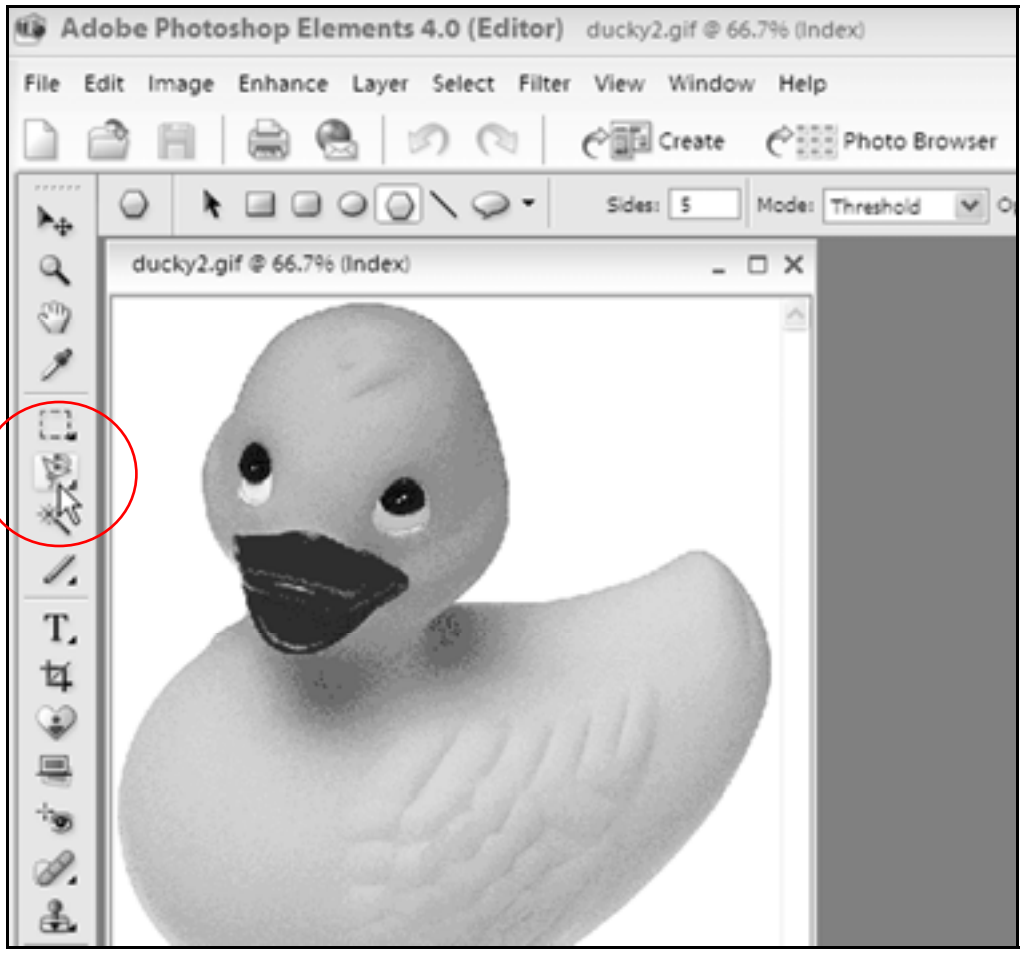
In this section, you'll learn how to:

- **Make GIF backgrounds transparent**
- **Enhance and correct graphics**
- **Work with layers**

# Make GIF backgrounds transparent

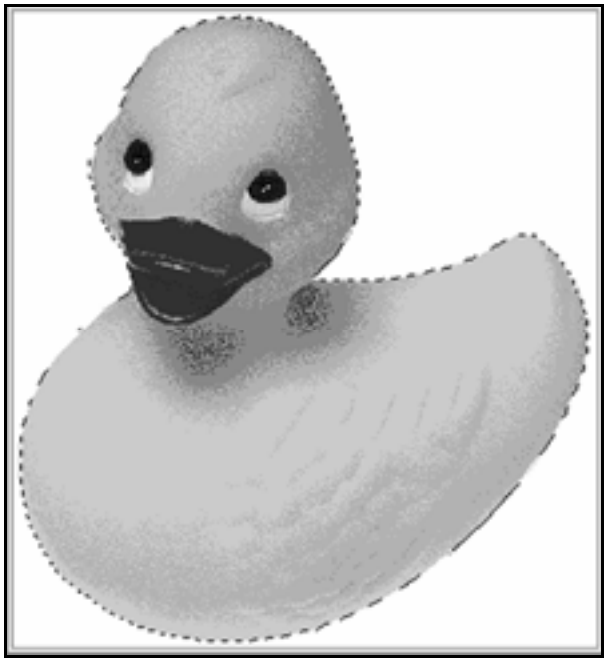
1. Open **ducky2.gif** from the **Practice Files** folder.

2. In the Toolbar, click the tool.

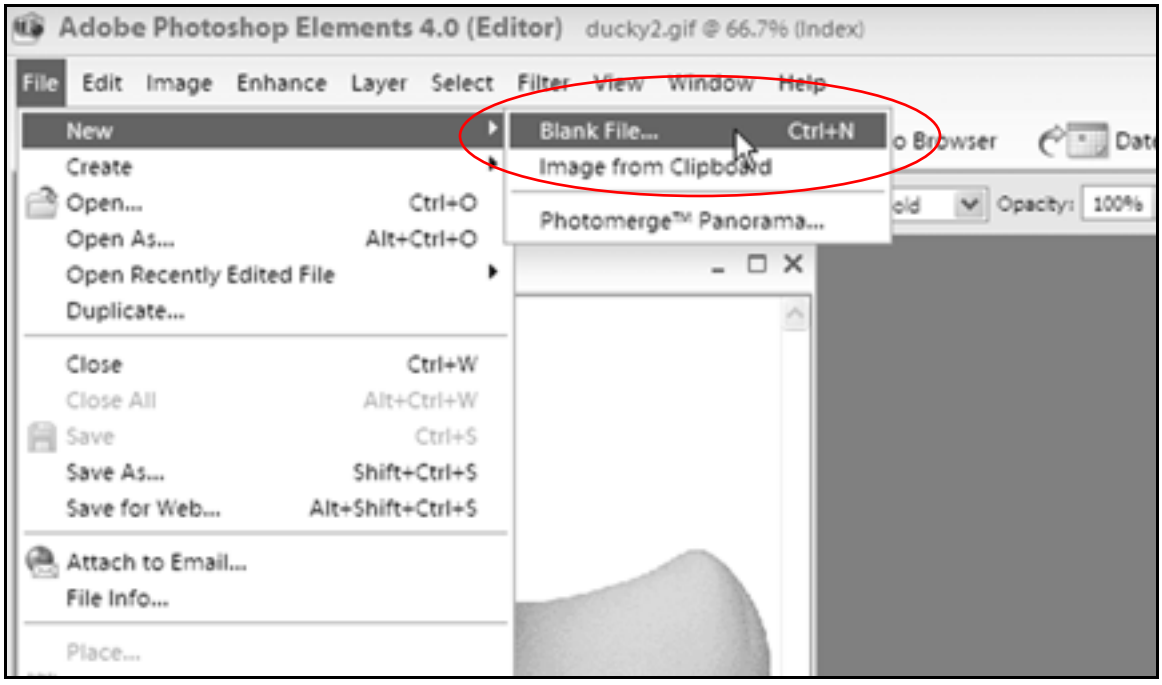


**3.** Click and drag the magnetic lasso around the outline of the duck and when you get to the beginning, release the mouse button.

You should see a dotted line around the duck when you are finished:



**4.** On the Menu Bar, click **File**, then **New**, then **Blank File**.



**5.** When the New window appears, type:

**ducktrans**

In the **Name** box.

**6.** In the **Width** box, type:

**500**

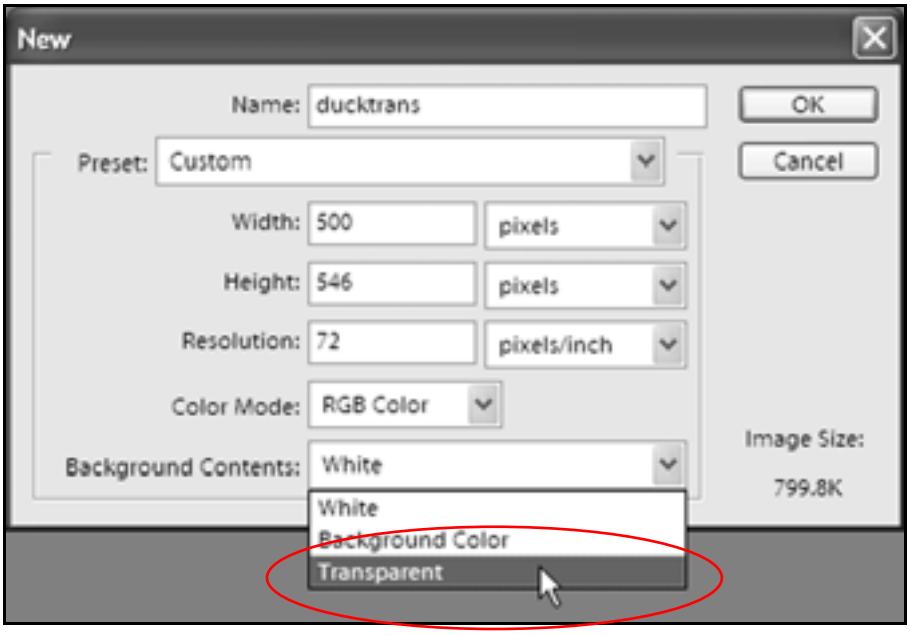
**7.** In the **Height** box, type:

**546**

**8.** Make sure the resolution reads:

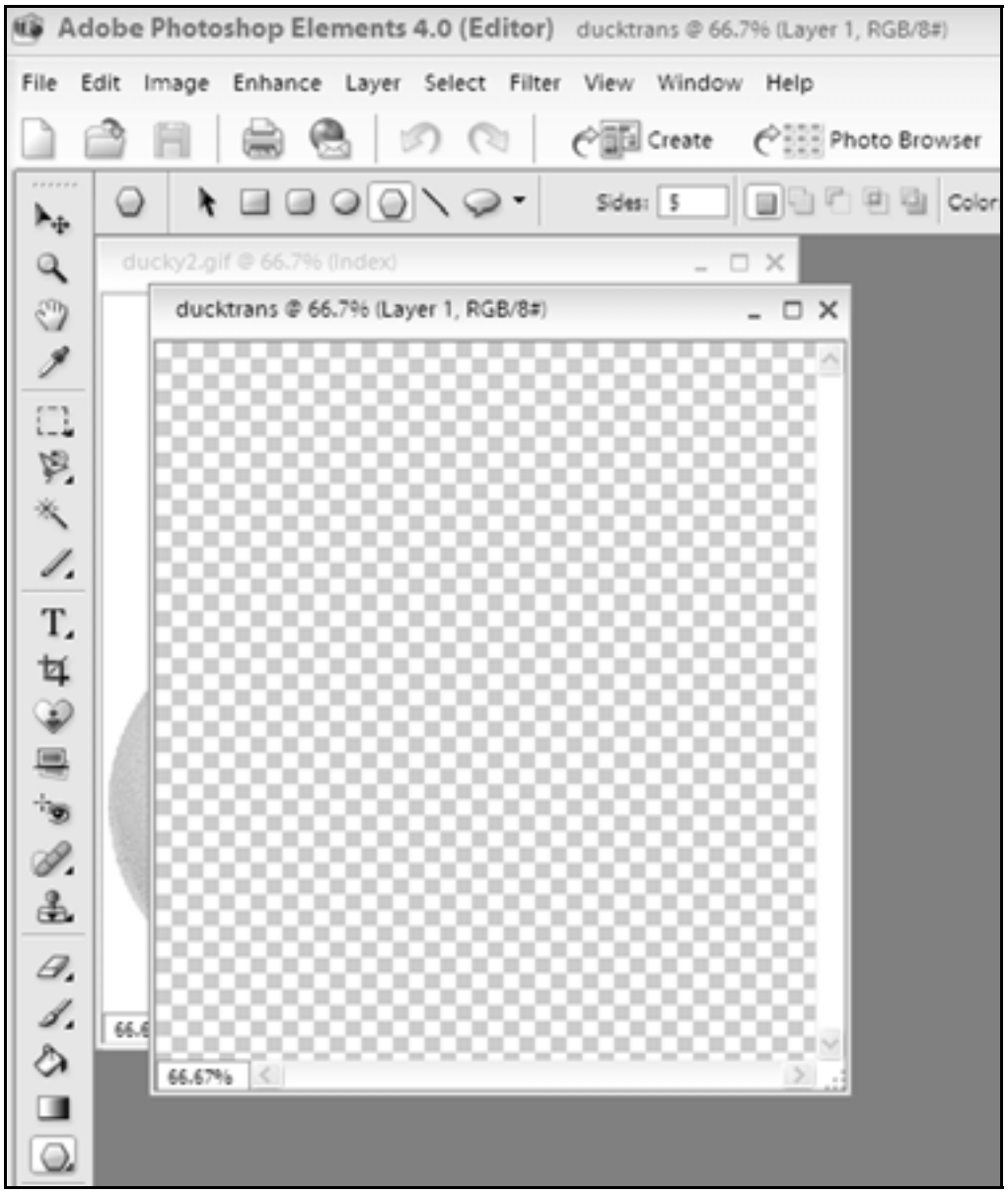
**72**

**9.** Click the **Background Contents** drop-down arrow, then click **Transparent**.

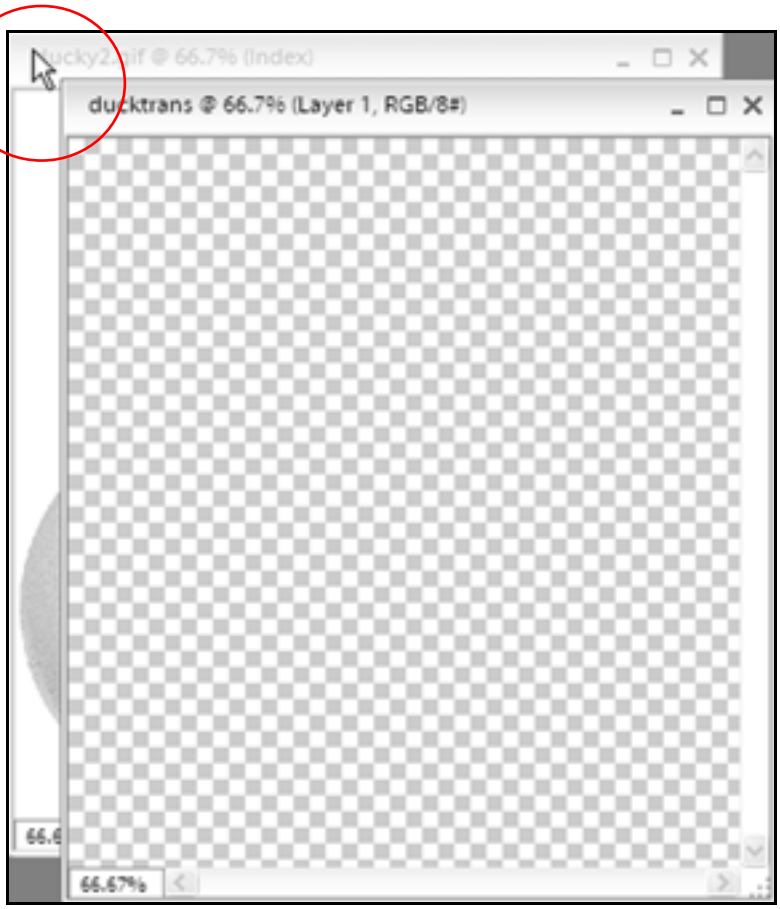


**10.** Click the OK button.

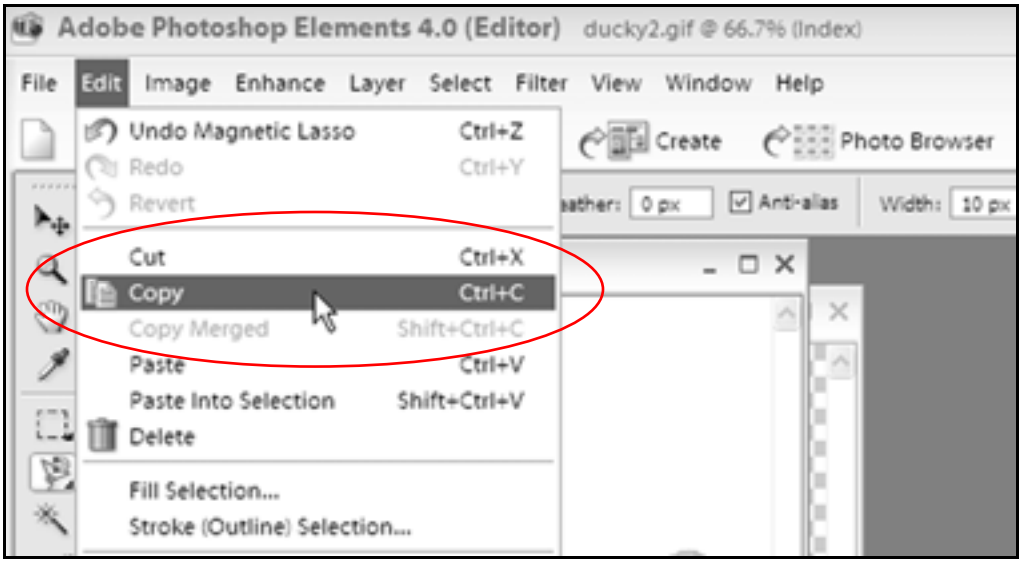
A checkered background should appear:



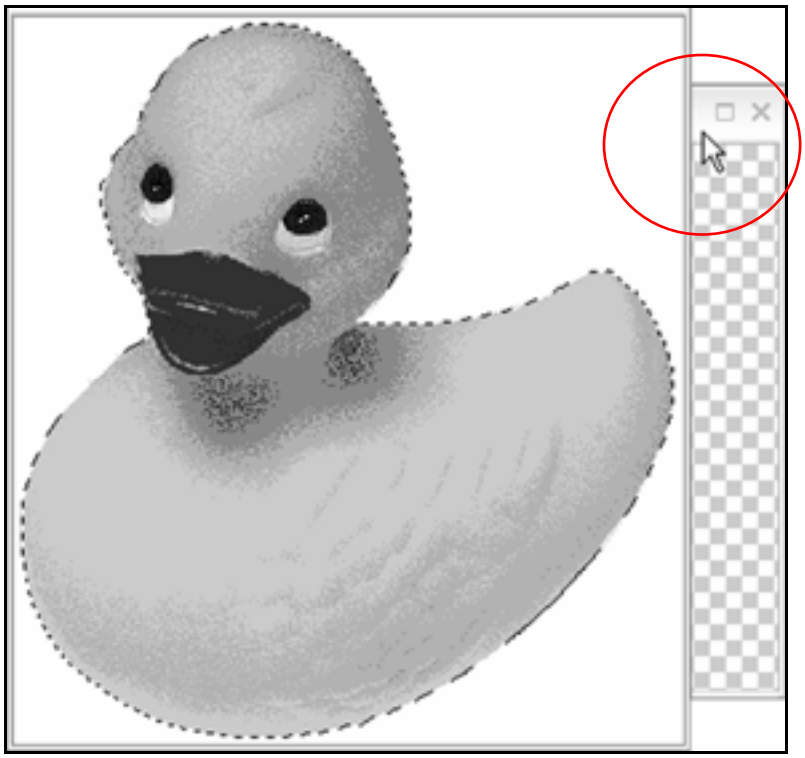
Click **ducky2.gif**.




**11.** On the Menu bar, click **Edit**, then **Copy**.

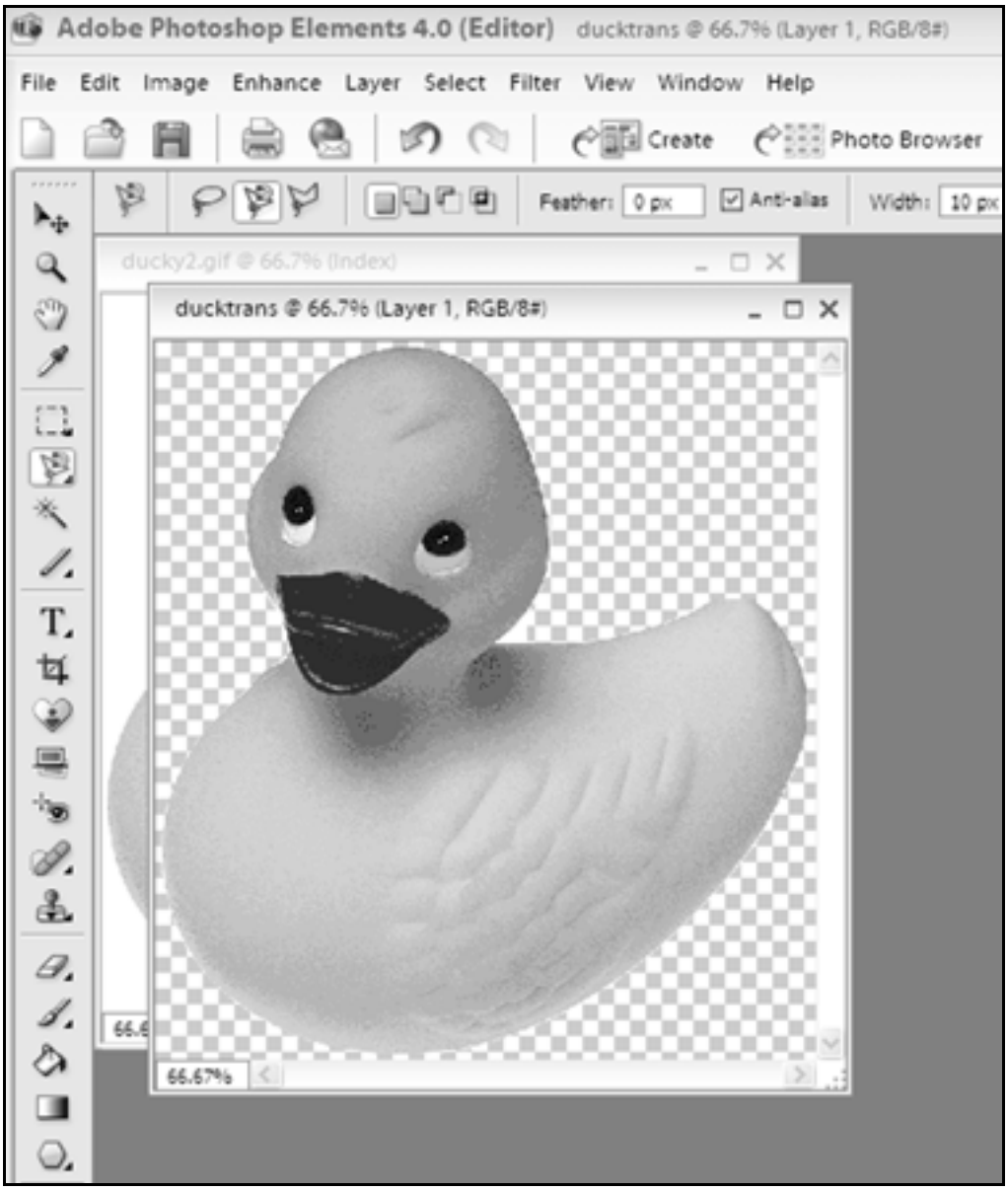


**12.** Click **ducktrans**.



**13.** On the Menu bar, click **Edit**, then **Paste**.

The duck should appear on the transparent gray and white checkered background.

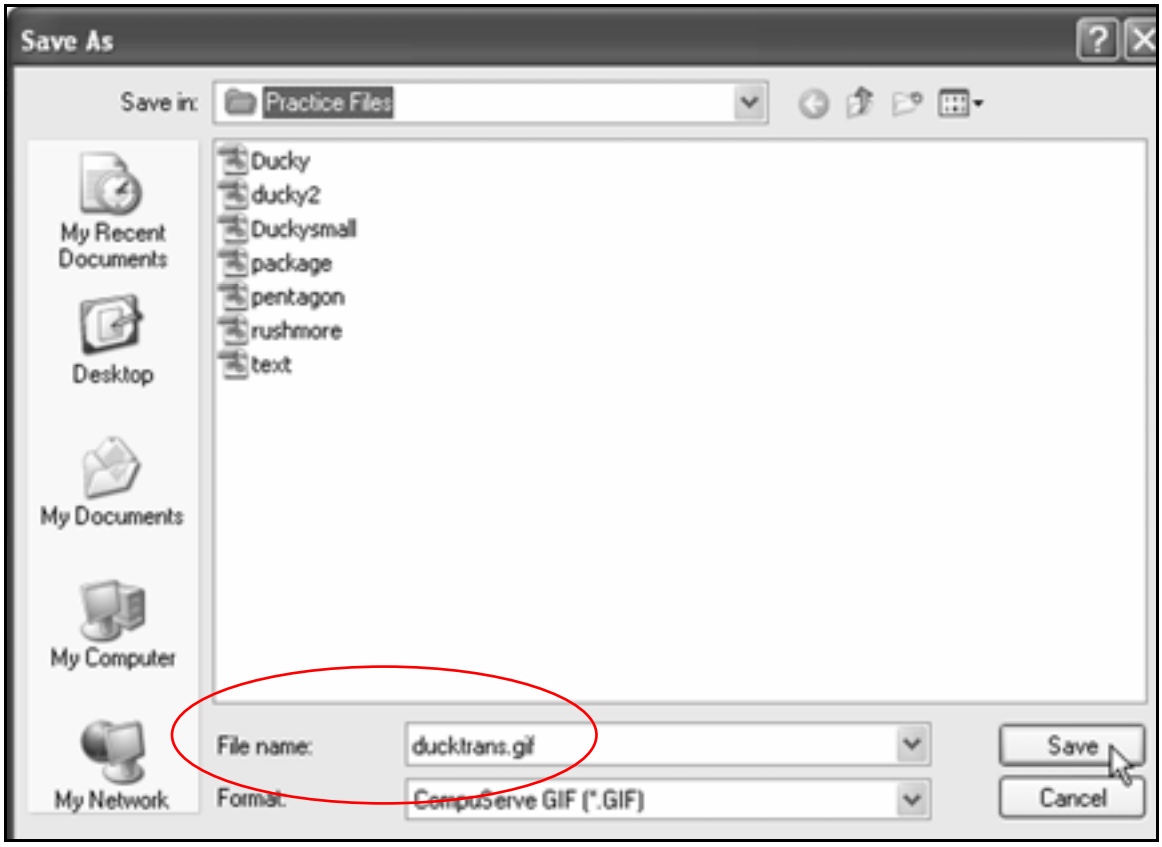



**14.** On the Menu bar, click **File**, then **Save As**.

**15.** When the **Save As** window appears, type:

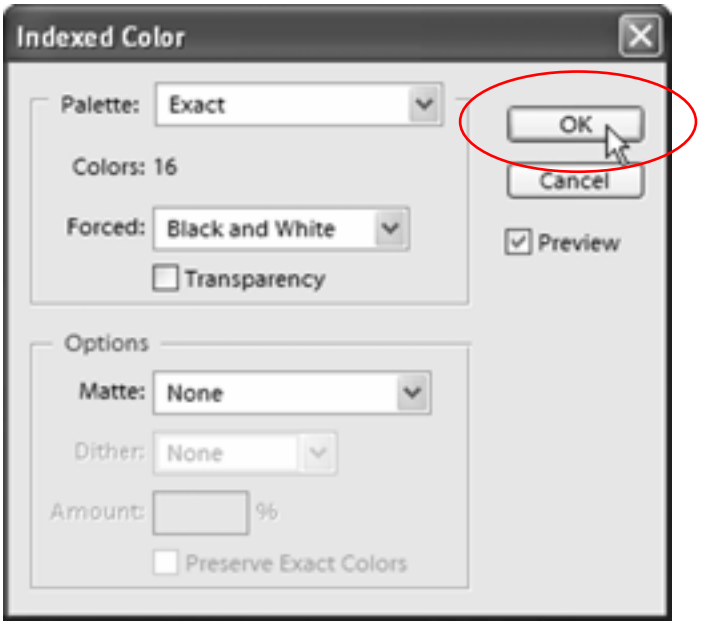
**ducktrans.gif**

in the **File name** box.

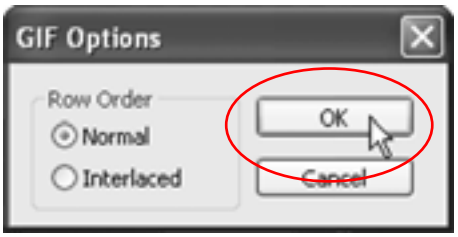


**16.** Navigate to the **Practice Files** folder, then click the Save button.

When the **Indexed Color** window appears, click the OK button.




**17.** When the **GIF Options** window appears, click the OK button.




**18.** Close both **ducktrans** and **ducky2.gif**.

# Practice

1. Open **package.gif** from the **Practice Files** folder.

2. Give it a transparent background that is 1100 pixels wide and 736 pixels high.

3. Save the graphic as **packagetrans.gif** in the **Practice Files** folder, then close it.

# Enhance and correct graphics

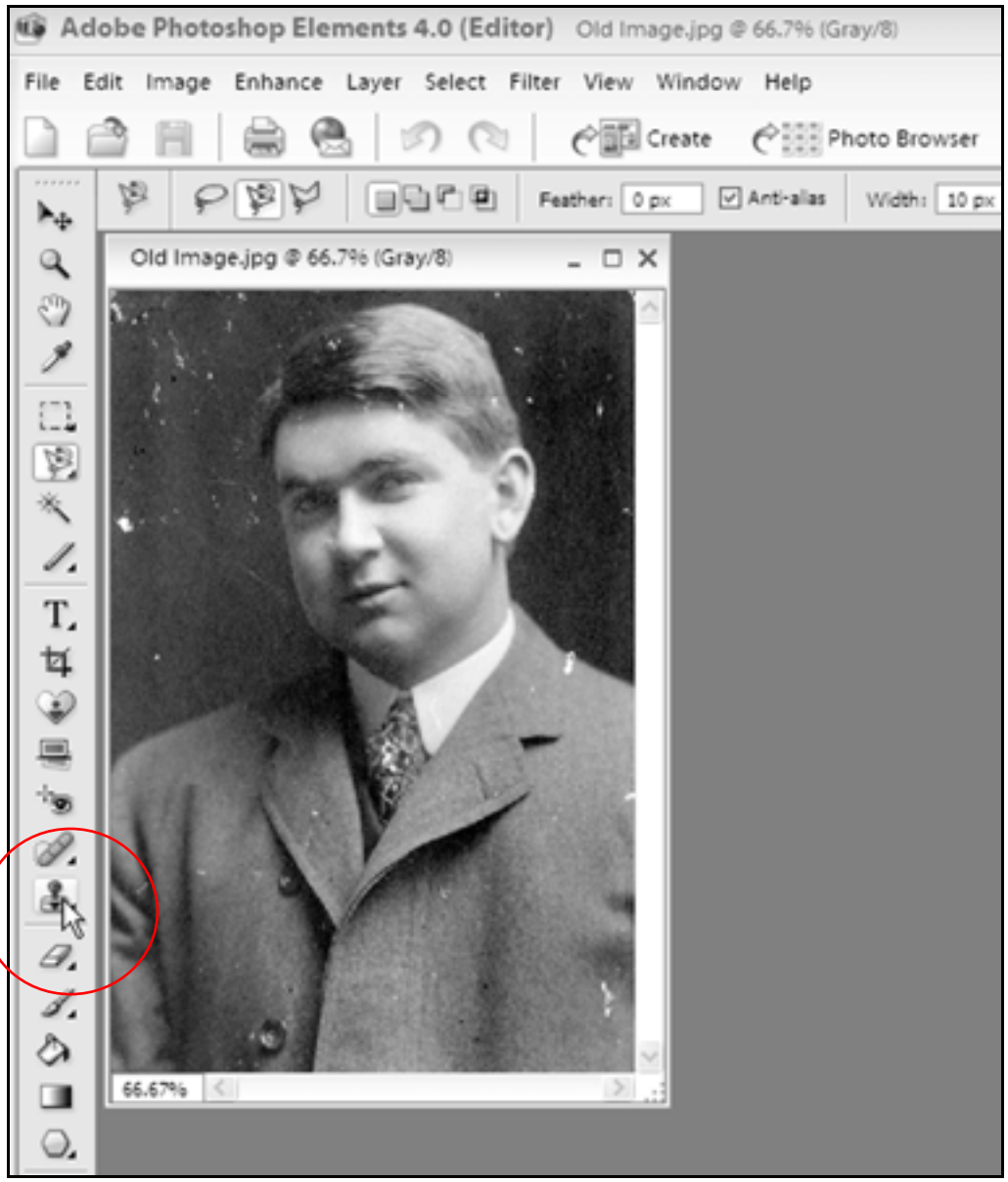
## Retouch photos

**1.** Open **Old Image.jpg** from the **Elements Graphics** folder.

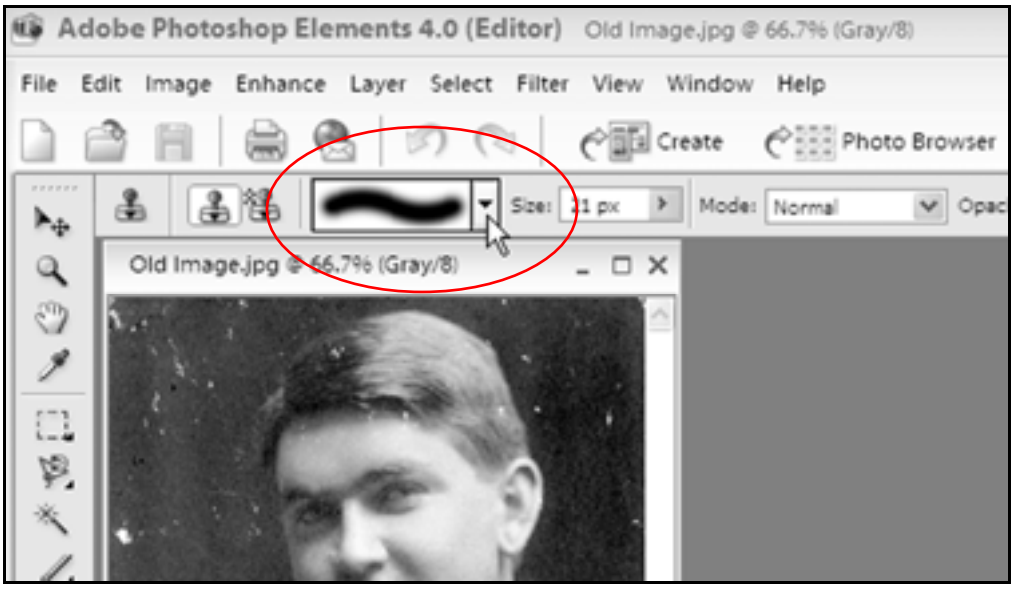
**Tip:** *If an alert window appears, click the* OK *button.*

Notice the damaged areas of the photograph along the left and right sides.

**2.** In the Toolbar, click the icon.



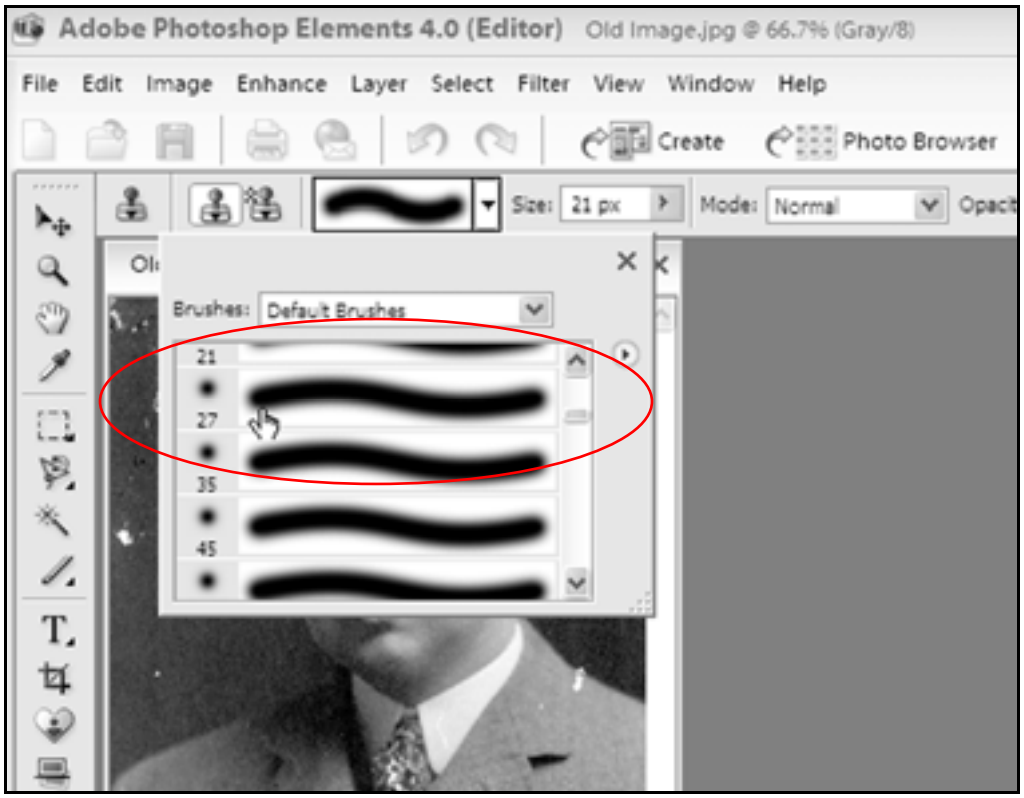
**3.** On the horizontal Toolbar, click the Brushes drop-down arrow.




**4.** Make sure **Default Brushes** appears in the **Brushes** box.

**Tip:** *If it doesn't, click the down arrow and select it.*

**5.** In the list, scroll to **27** and double-click it.



**6.** Position the cursor below the large white defect on the left side of the graphic.

**7.** Hold down the **ALT** key on your keyboard.

**8.** Click the mouse button.

The cursor becomes a cross-hair surrounded by an octagon:

**9.** Release the **ALT** key.

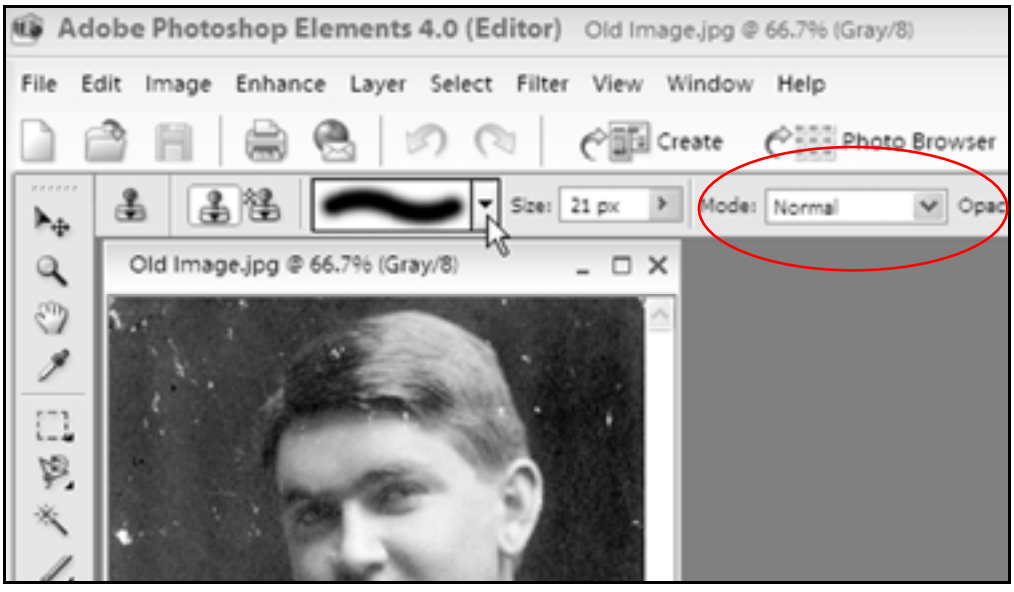
**10.** Position the cursor over the defect.

**11.** Click the mouse button.

The defect should disappear:

**Tip:** Y*ou can click and drag to repair longer defects.*

*Make sure the* **Mode** *is set to* **Normal**.



**12.** Practice clicking over other white spots in the photo, holding down the **ALT** key and clicking to correct them.

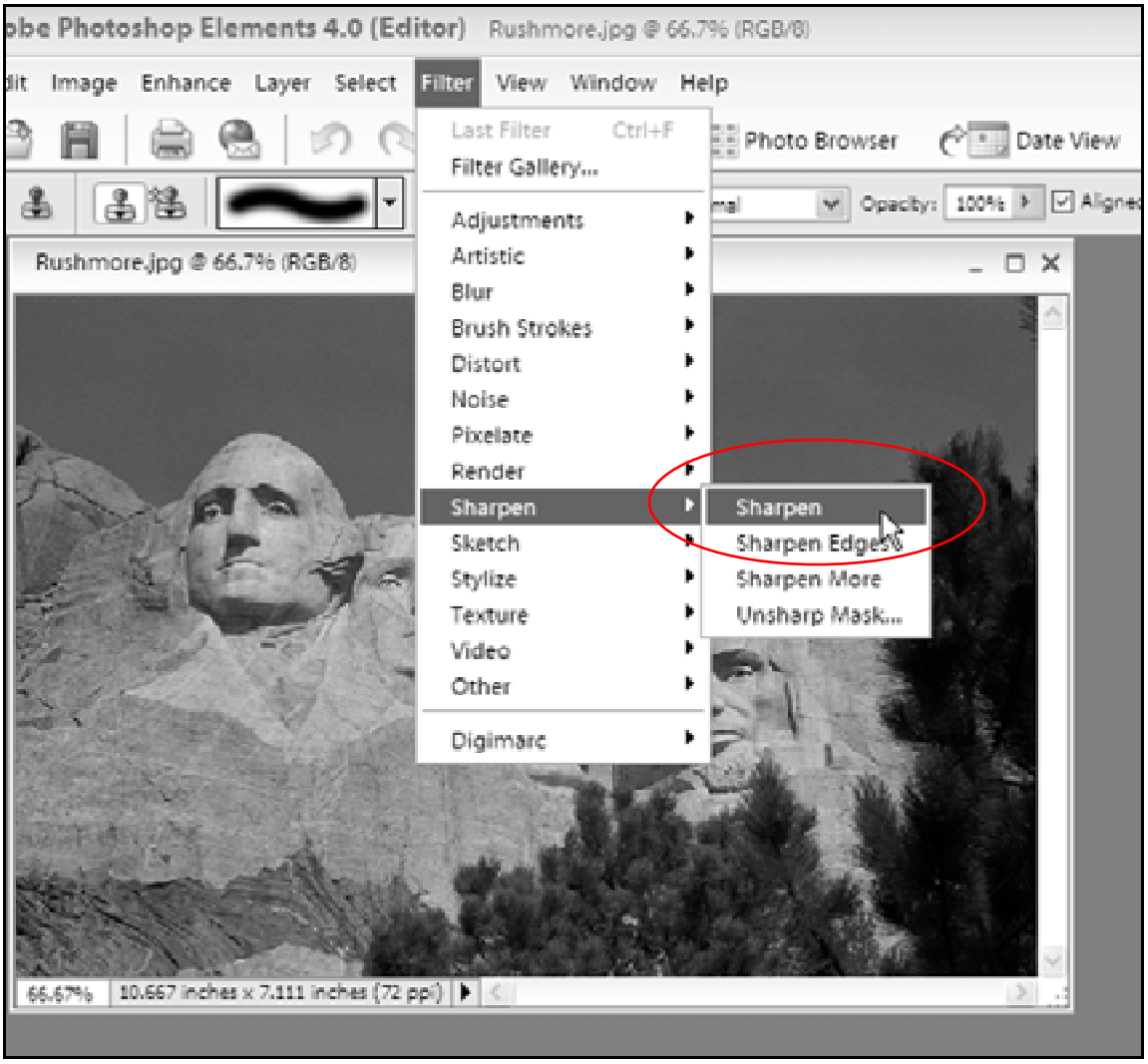
The photo should look like this:

**13.** Save the graphic as **oldimage.jpg** in the **Practice Files** folder, then close it.

# Sharpen graphics

**1.** Open **Rushmore.jpg** from the **Elements Graphics** folder.

**2.** On the Menu Bar, click **Filter**, **Sharpen**, then **Sharpen**.



The details in the graphic should be crisper:

**3.** Save the graphic as **sharprush.jpg** in the **Practice Files** folder, then close it.

# Practice

**1.** Open **Ranch House.jpg** from the **Elements Graphics** folder.

**2.** Use the tool to remove the defects from the door in the photograph.

**Tip:** *Use the* *tool to see all the defects.*

When you're done, it should look like this:

**3.** Save the graphic as **ranchhousedoor.jpg** in the **Practice Files** folder, then close it.

# Work with layers

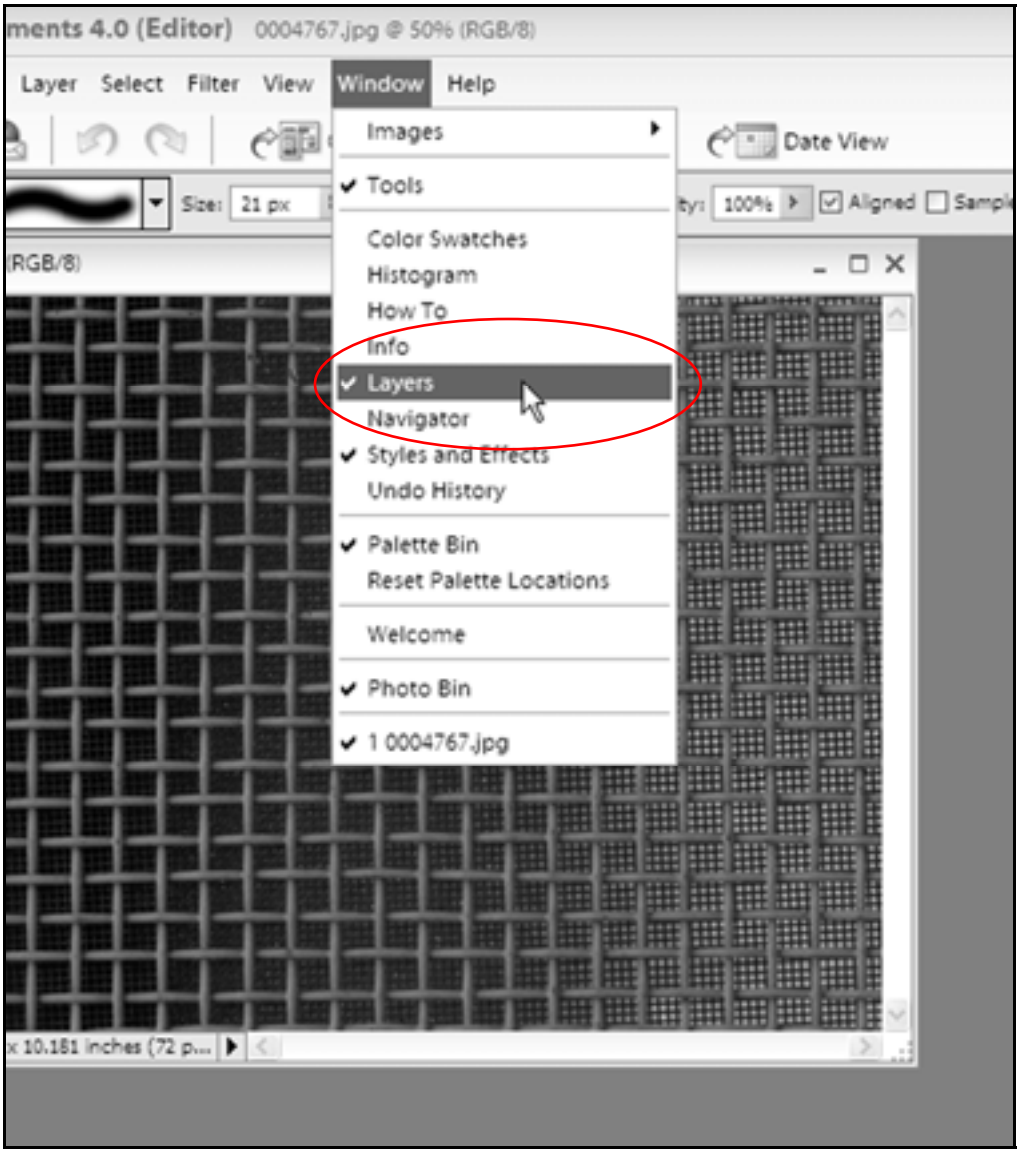
**What are Layers?**
They're like overlays with sheets of plastic. Using layers in a graphic allows you to edit parts of a graphic:

One layer can be the background.
Another can contain an object in the middle.
Another can contain foreground graphics.

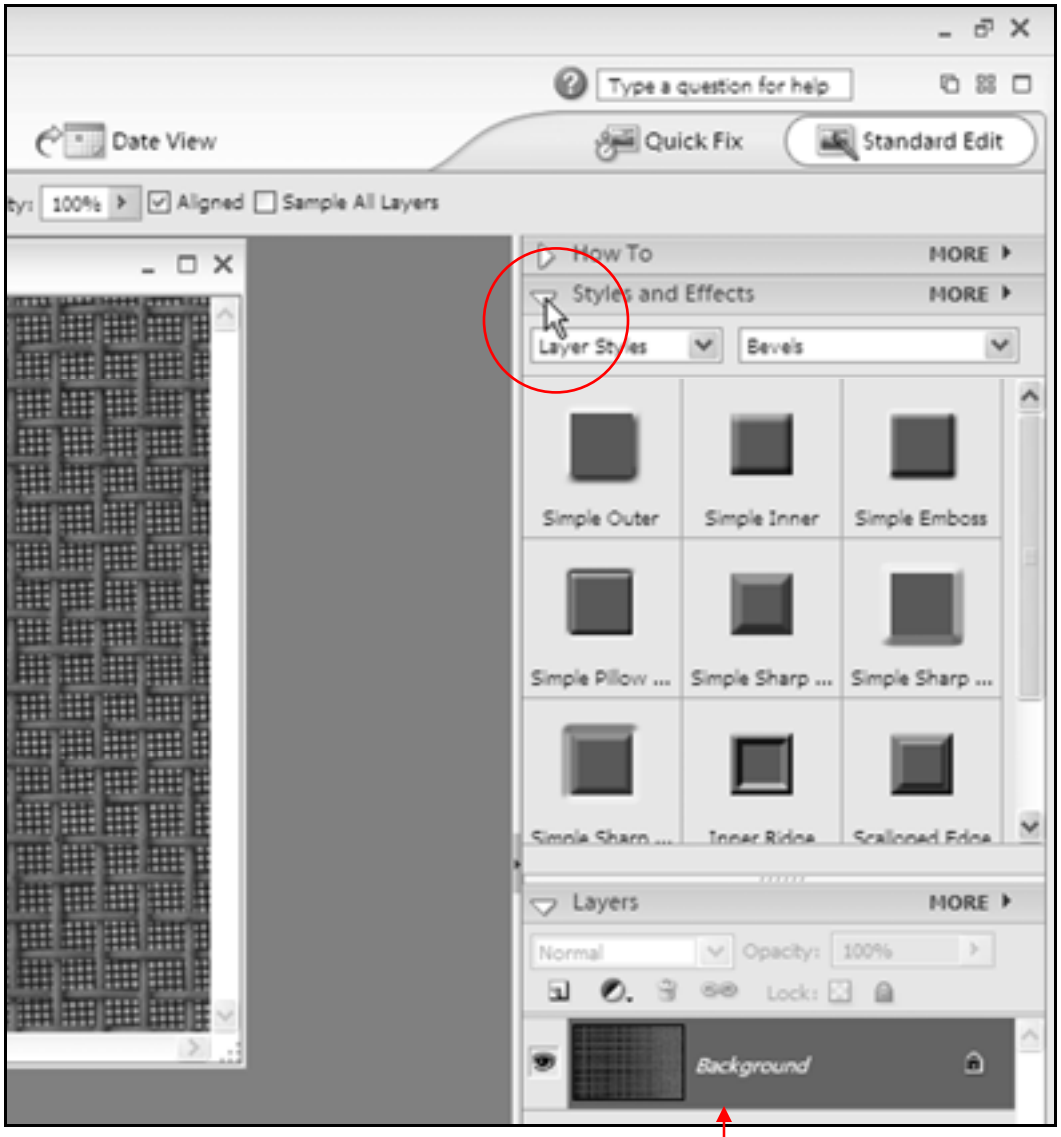
## Create Layer 1

**1.** Open **0004767.jpg** from the **Elements Graphics** folder.

**2.** On the Menu Bar, click **Window**, then **Layers** (if **Layers** is not already checked).



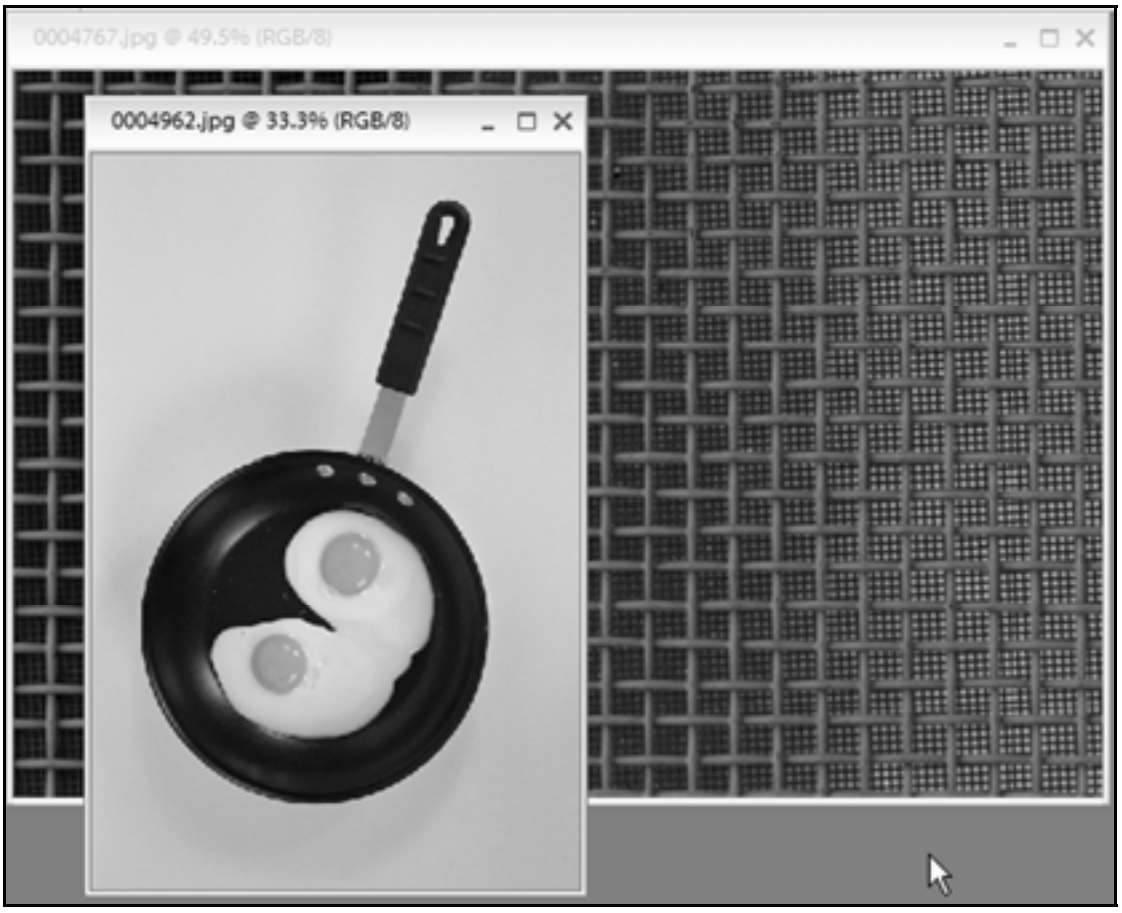
**Tip:** *To make space for the* **Layers** *panel, click the down arrows to hide other panels.*



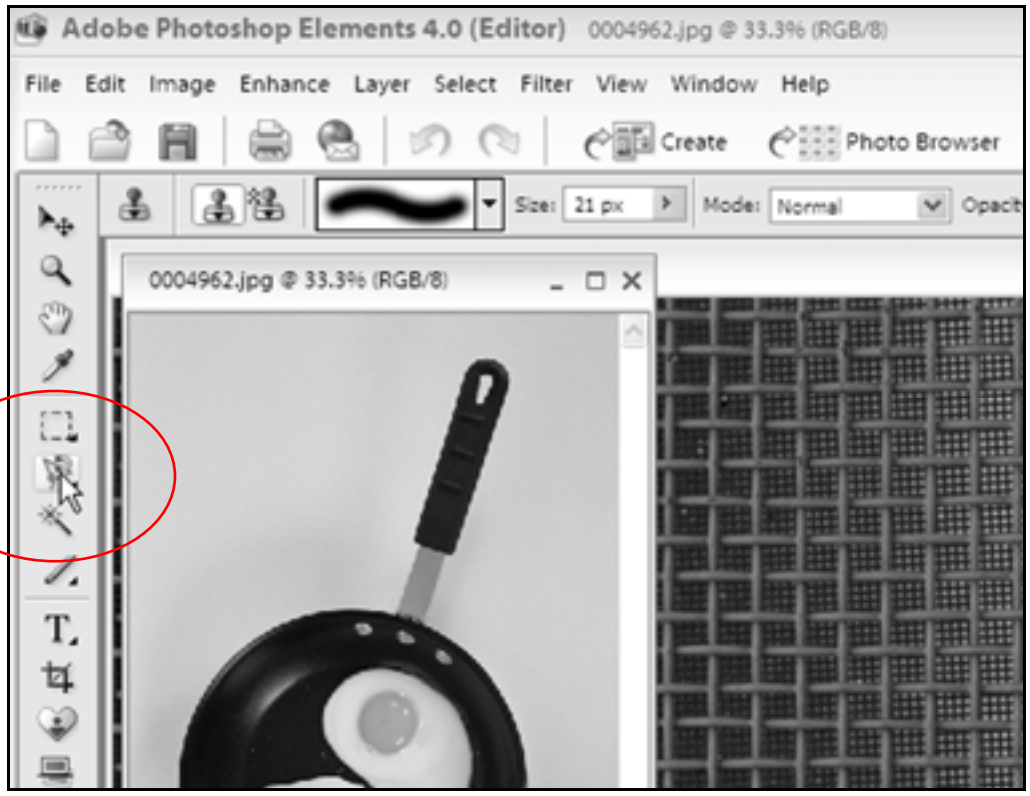

*Notice that there is one layer, called* **Background**.

**3.** Open **0004962.jpg** from the **Elements Graphics** folder.

There are two graphics open and visible:



**4.** In the Toolbar, click the icon.



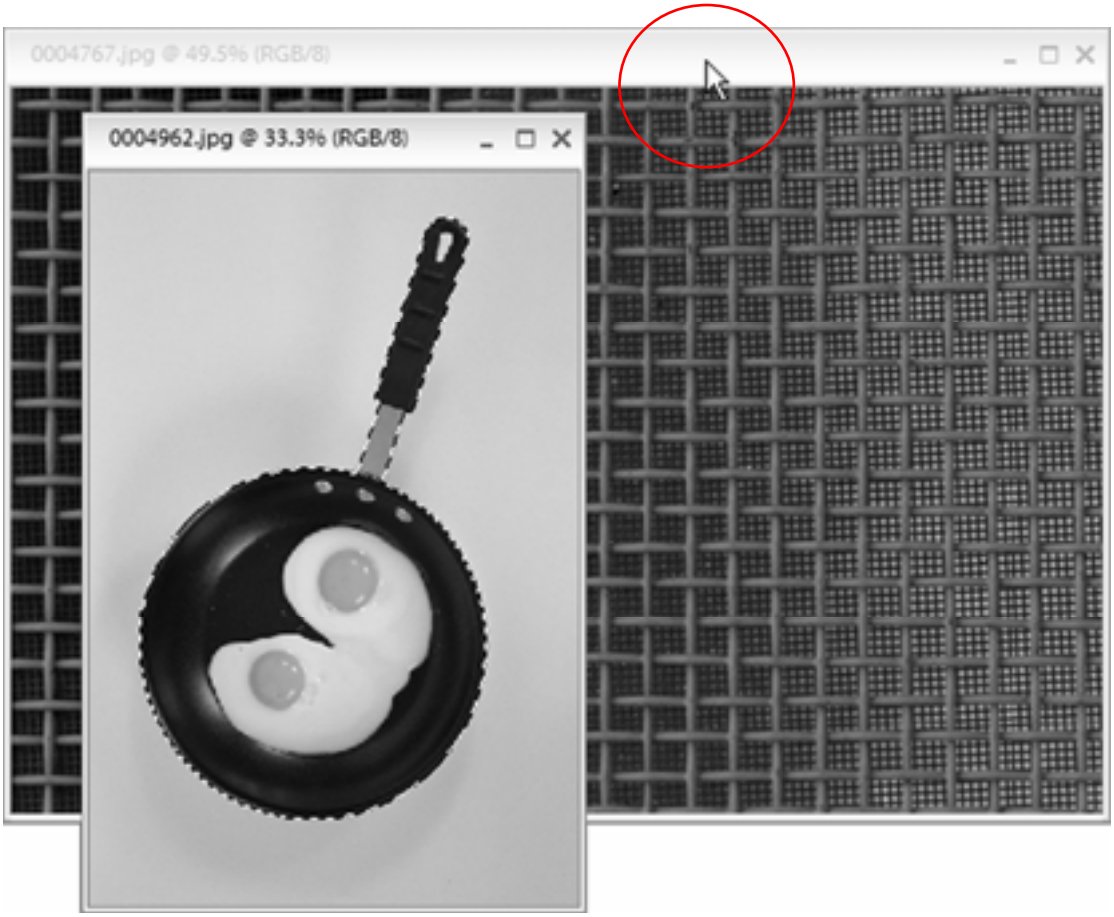
**5.** Click the mouse, keep it held down, and trace the outline of the frying pan.

When the beginning and end lines meet, release the mouse button.

**6.** On the Menu Bar, click **Edit**, then **Copy**.

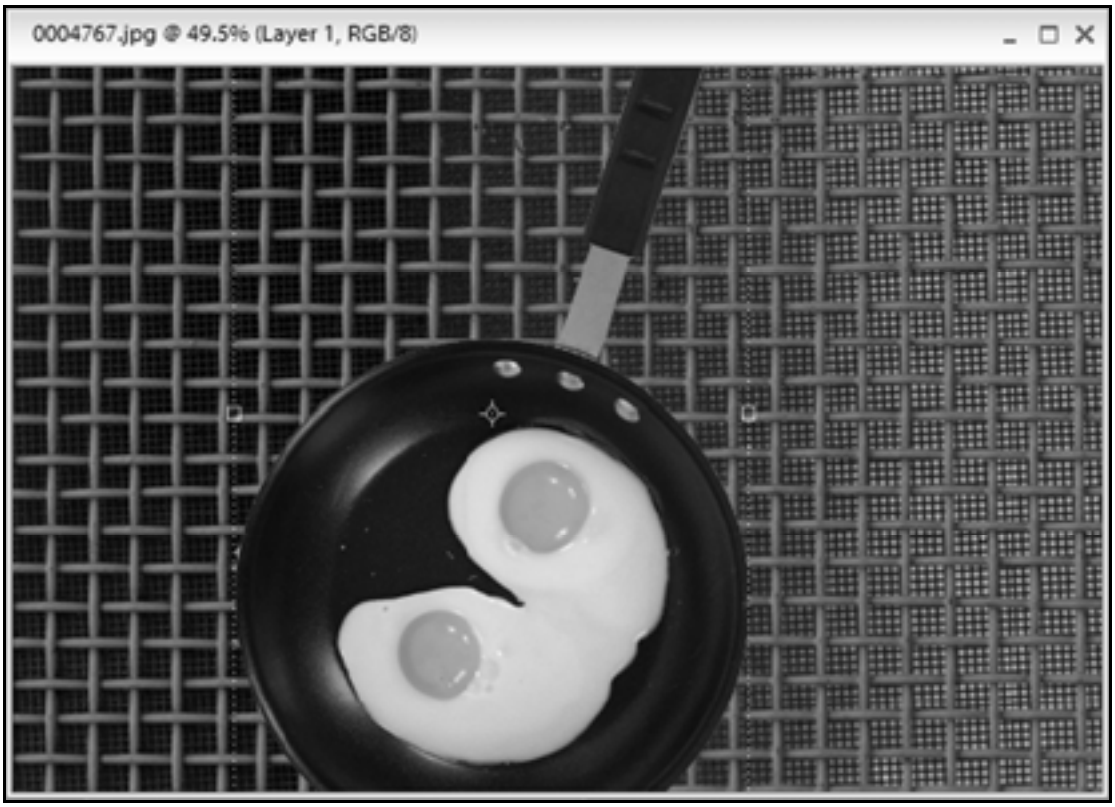
# Create 2nd layer

**1.** Click **0004767.jpg** to select it.

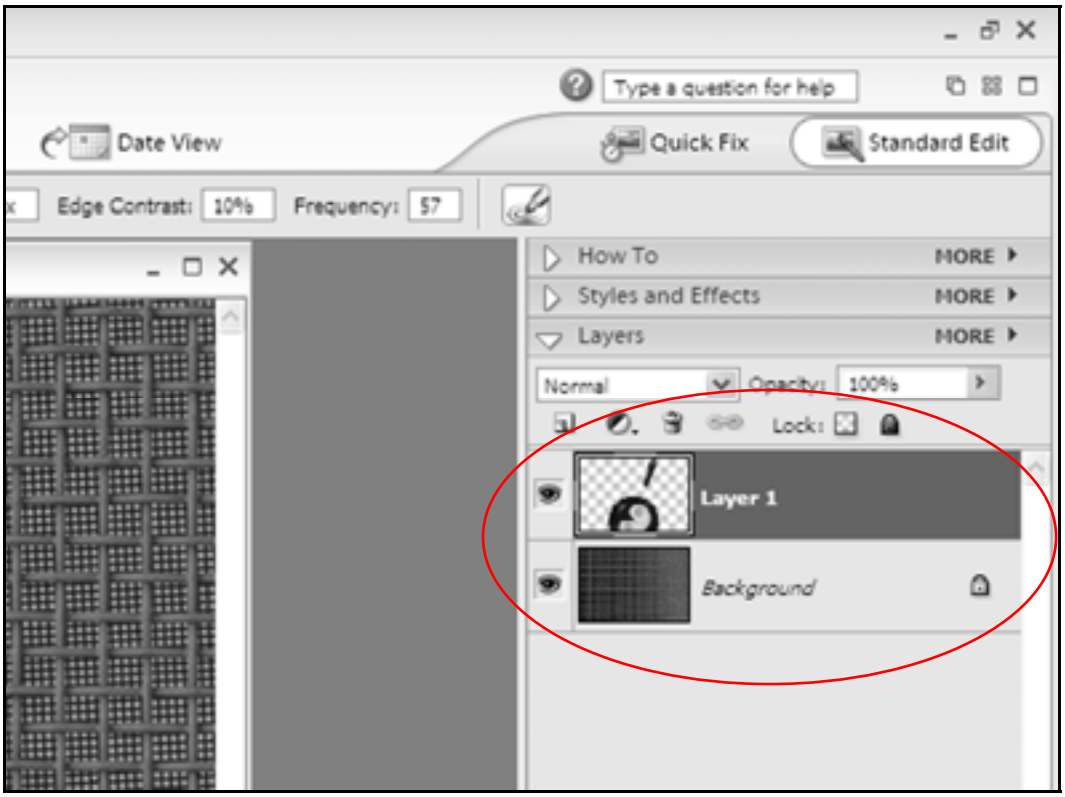


**2.** On the Menu Bar, click **Edit**, then **Paste**.

The frying pan should appear on the graphic:

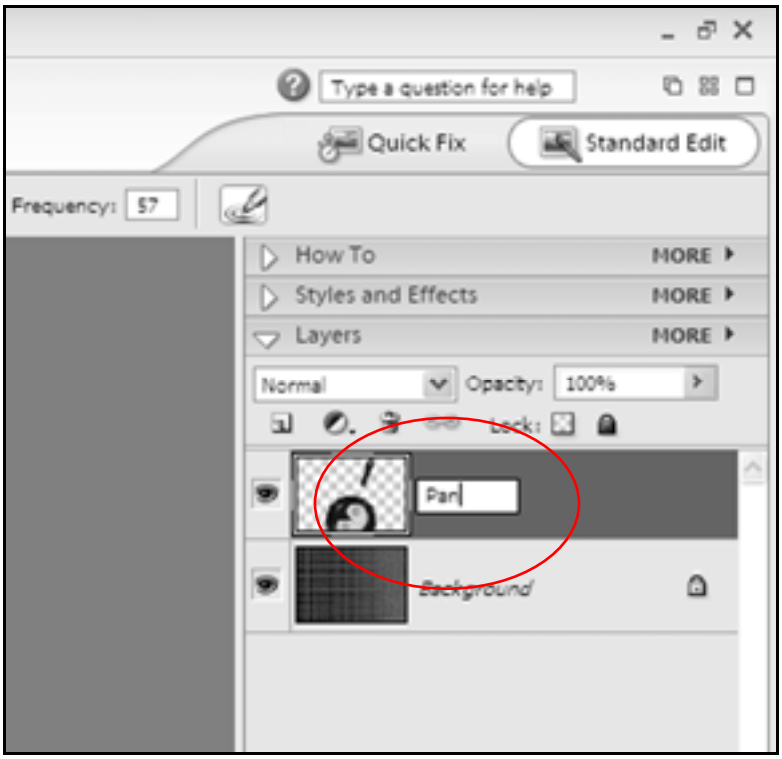


In the **Layers** panel, notice the new **Layer 1** above the ***Background***.



**3.** Double-click on the words **Layer 1**, then type:

**Pan**




Then press the **ENTER** key on your keyboard.

**4.** Save the graphic as **Cookout.psd** in the **Practice Files** folder.

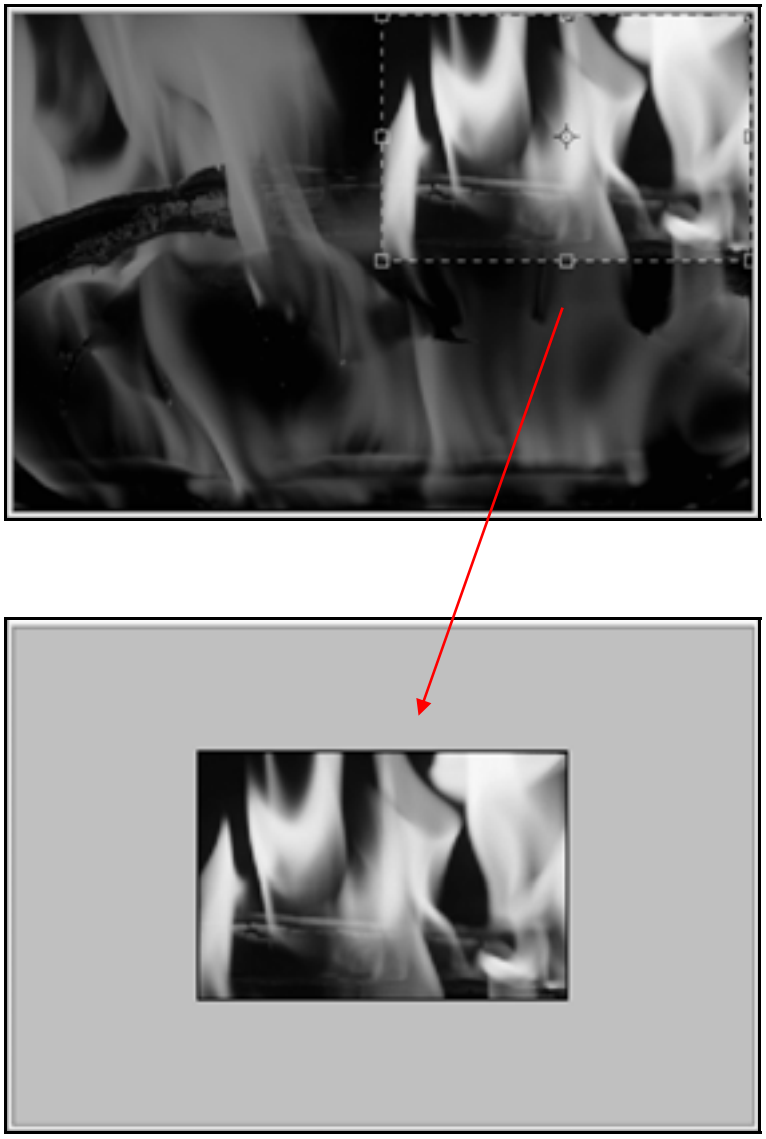
**Tip:** *If the* **Maximize Compatibility** *window appears, click the* OK *button.*

**5.** Close **0004962.jpg**.

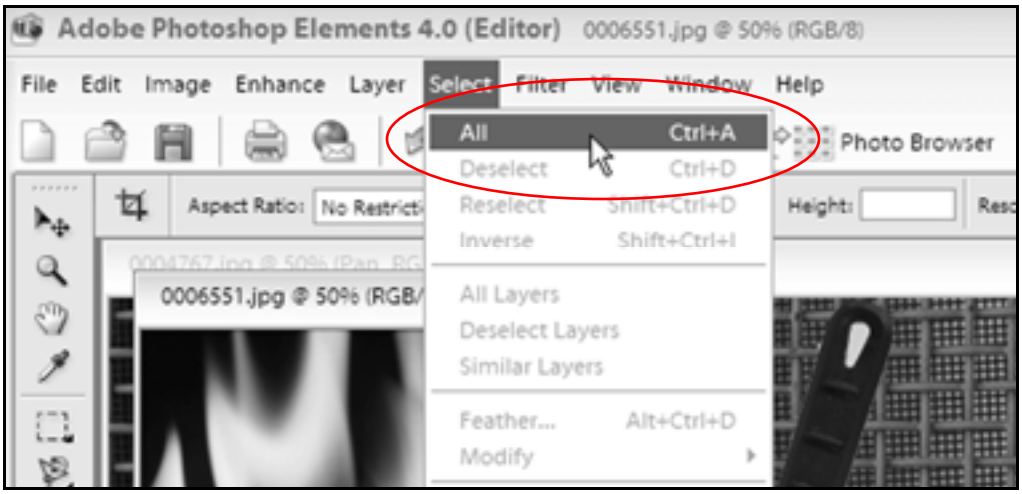
# Create 3rd layer

**1.** Open **0006551.jpg** from the **Elements Graphics** folder.

**2.** Crop the graphic so only a few flames are visible.



**3.** On the Menu Bar, click **Select**, then **All**.



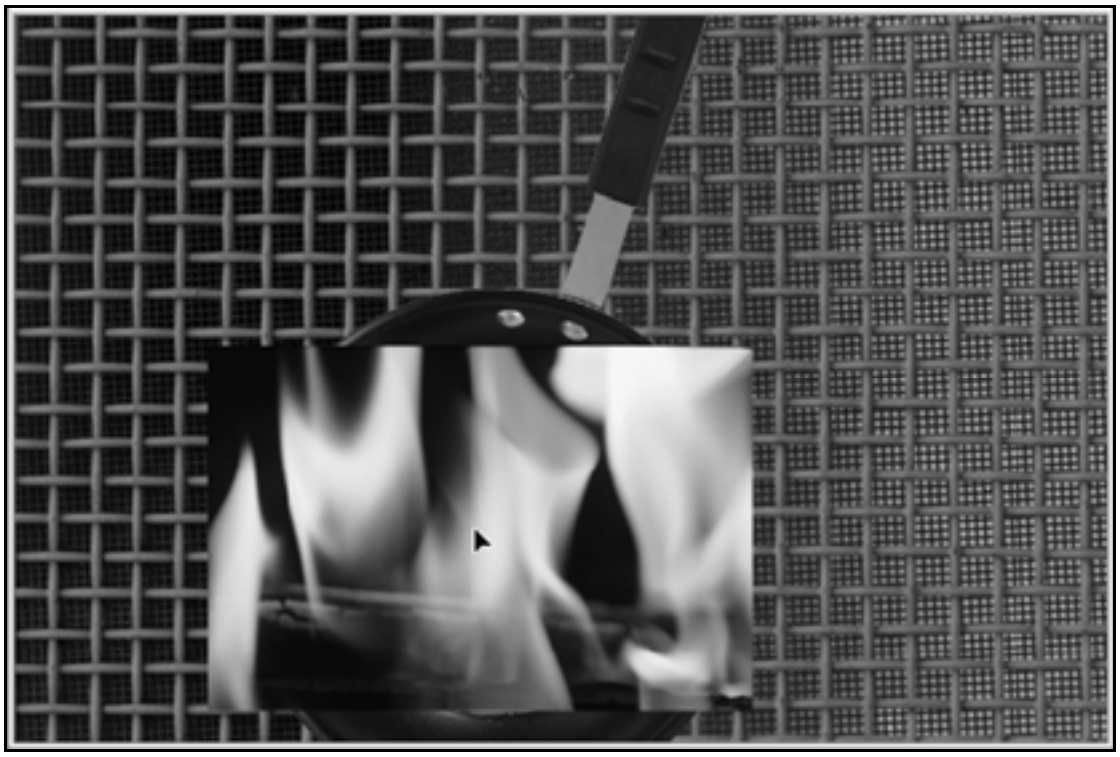

Then click **Edit**, then **Copy**.

**4.** Click **Cookout.psd**.

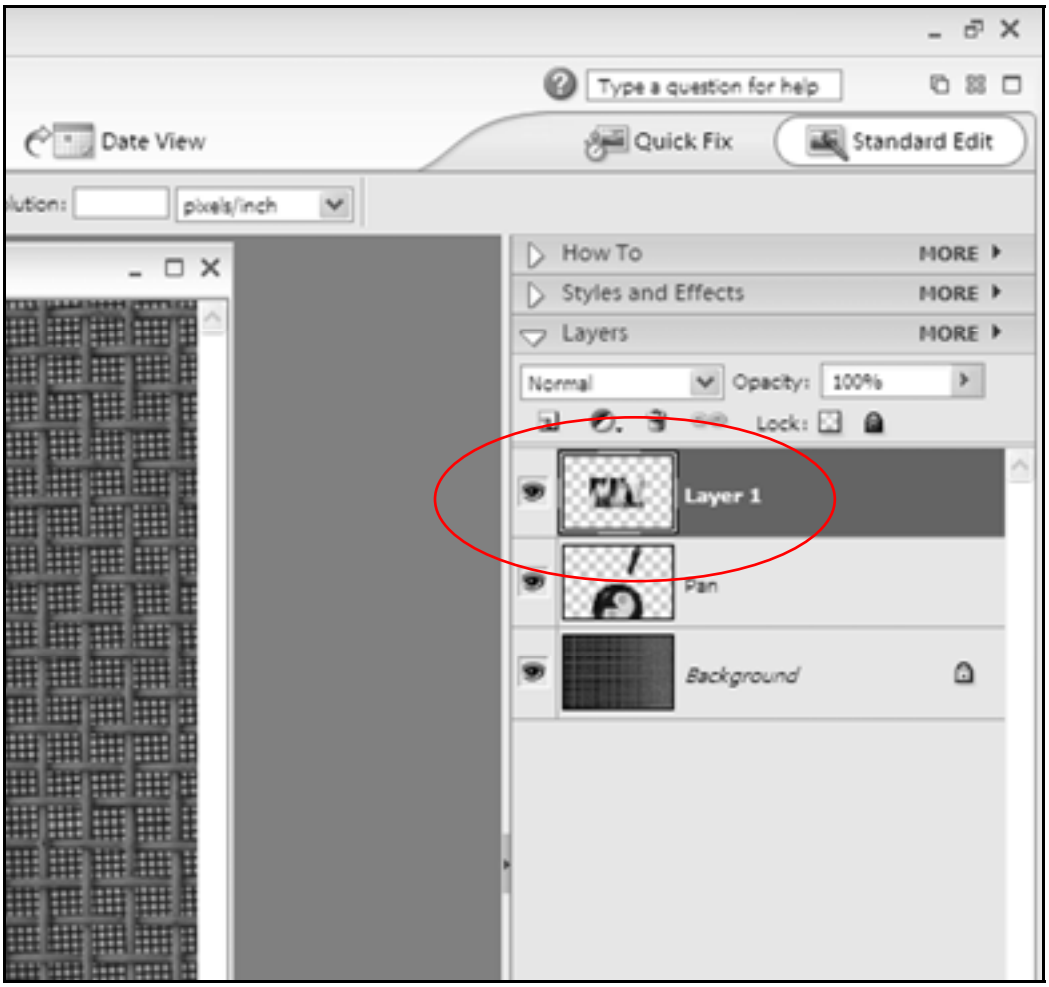
On the Menu Bar, click **Edit**, then **Paste**.

**5.** In the Toolbar, click the icon.

Then move the flames to the middle of the frying pan.



In the Layers panel, notice **Layer 1** above the **Pan** layer.



**6.** Double-click the words **Layer 1**, then type:

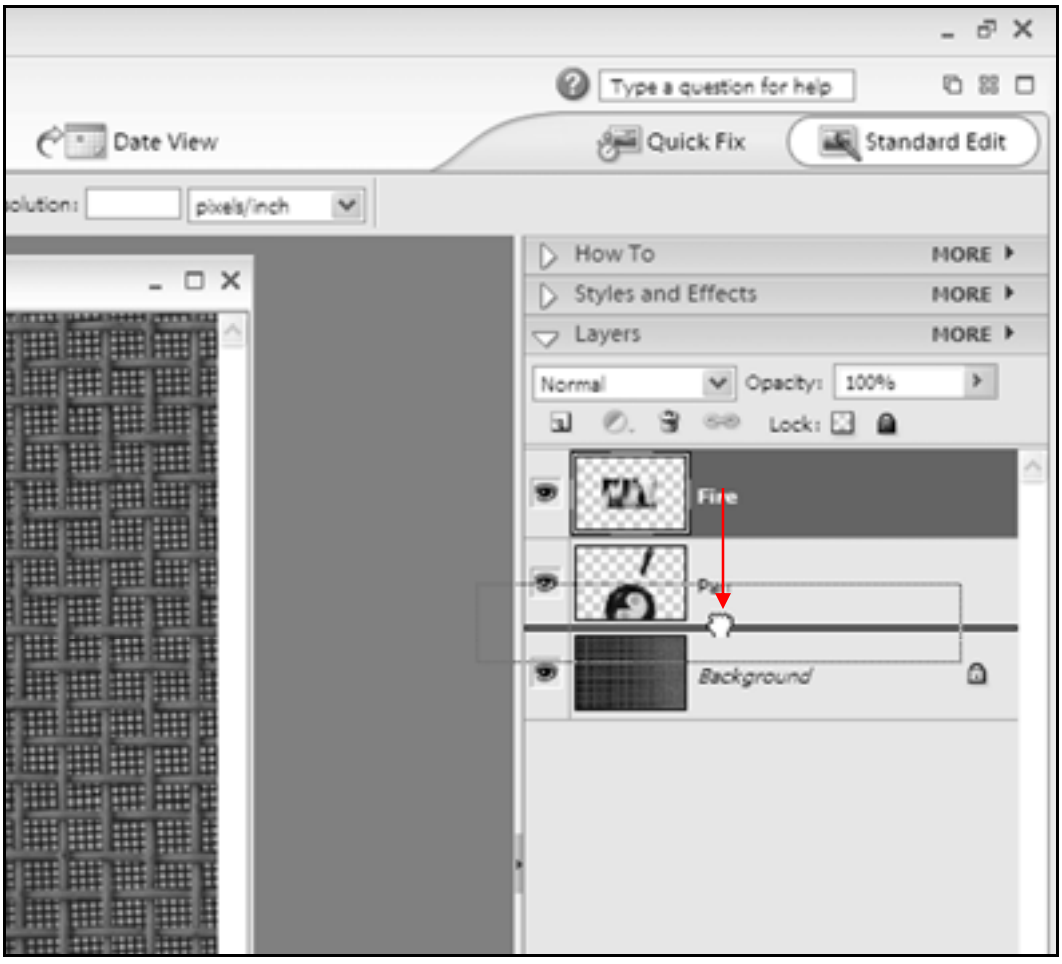
**Fire**

then press the **ENTER** key.

**7.** Close **0006551.jpg**.

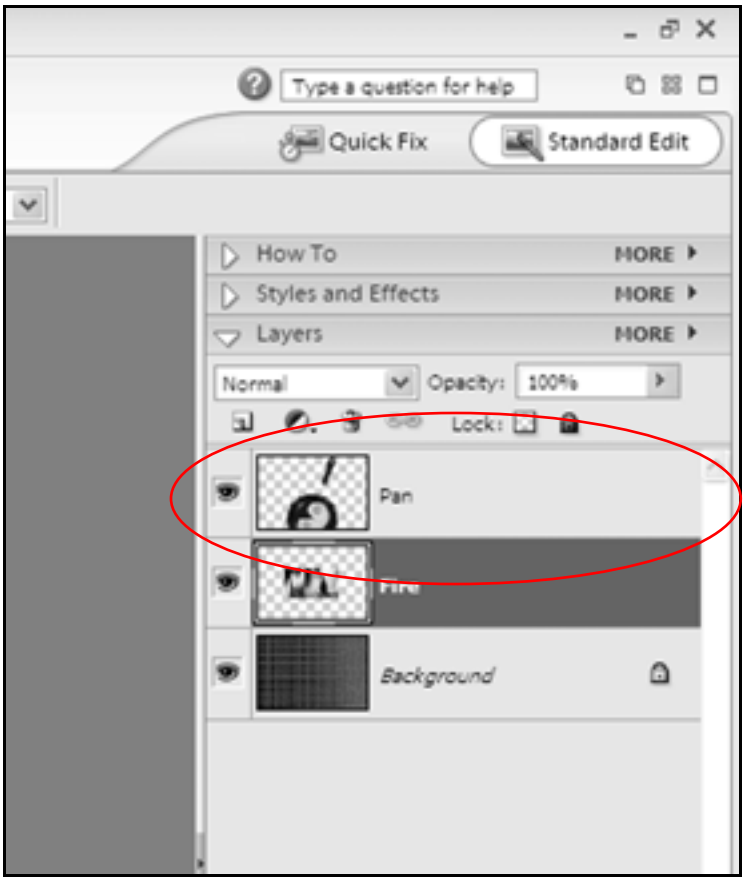
# Rearrange layers

**1.** In the **Layers** panel, click and drag the **Fire** layer down until a double line appears between the **Pan** layer and the ***Background*** layer.

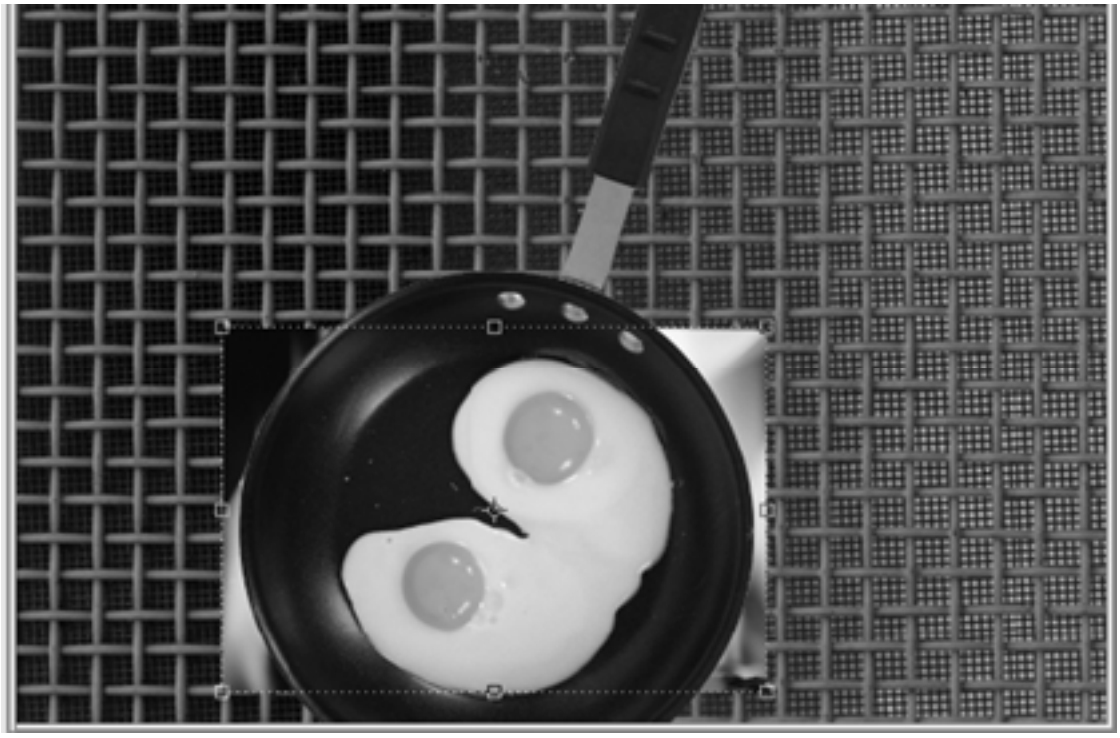



Then release the mouse button.

The **Pan** layer should now be at the top.

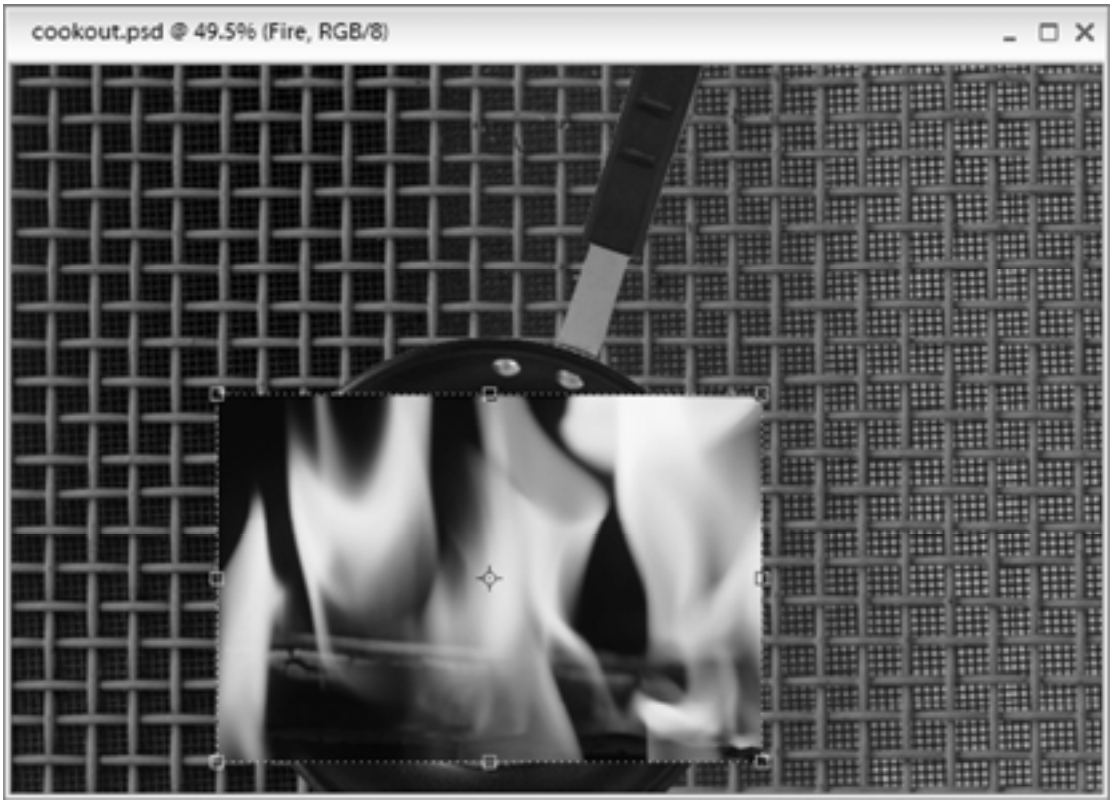


In **Cookout.psd**, the **Fire** layer is now below the **Pan** layer.



**2.** In the **Layers** panel, drag the **Fire** layer to the top.

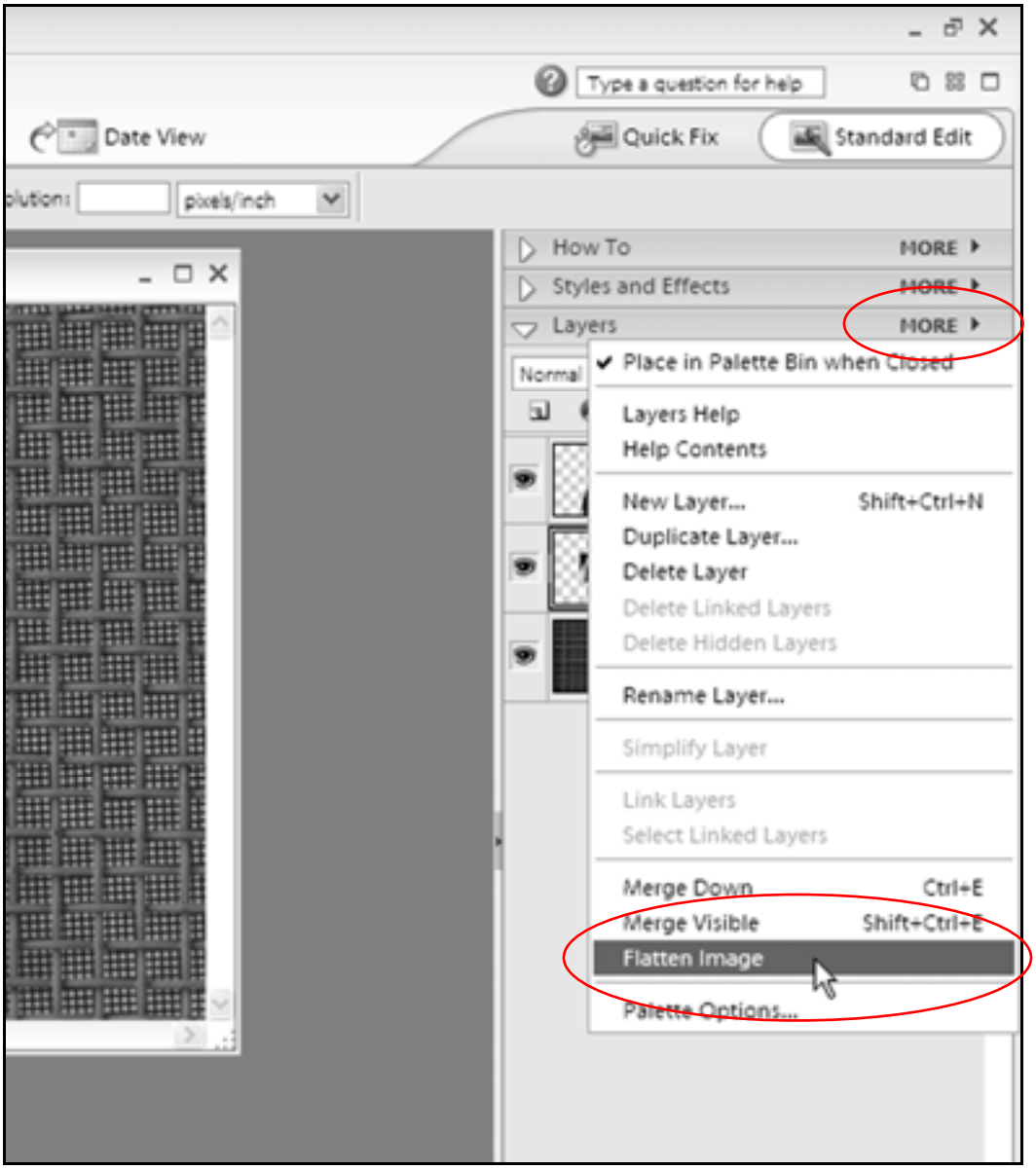
The fire should now return to the pan.



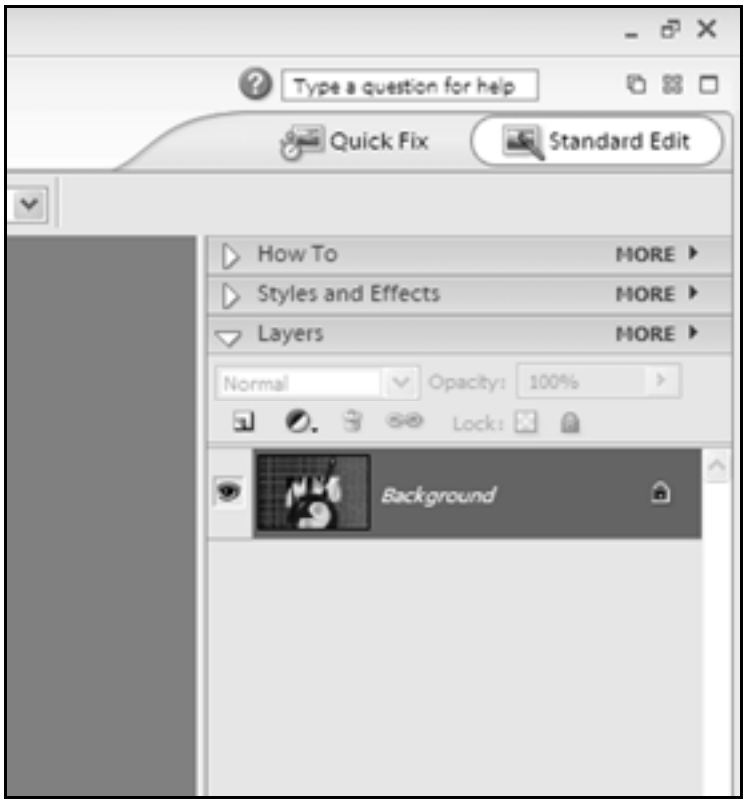

**3.** Save **Cookout.psd** in the **Practice Files** folder.

# Merge layers

**1.** In the Layers panel, click **MORE**, then **Flatten Image**.



The **Layers** panel now shows a single ***Background*** layer.




**2.** Save the graphic as **cookout.jpg** in the **Practice Files** folder, then close it.

# Practice

1. Open **0006619.jpg** and **0006572.jpg** from the **Practice Files** folder.

2. Use the tool to select the slice of bread in **0006572.jpg**.

3. Copy the bread slice into **0006619.jpg**.

4. Rename Layer 1 as **Bread**.

5. Add text in a new layer that reads:

   **Bread: the staff of life**

   **Tip:** *Use any font, size and color you like.*

6. Name the new layer **Text**.

**7.** Merge all three layers into one Background layer.

It should look something like this:

**8.** Save the graphic as **bread.jpg** in the **Practice Files** folder, then close it.

**9.** Close **0006572.jpg**.

# Glossary

**Crop**
To select a part of a graphic and remove it from the rest of that graphic.

**GIF**
Graphical Interchange Format (pronounced "jif") image file format. GIF files are best used for drawn art referred to as line art or clipart. They are limited to only 256 colors.

**JPG or JPEG**
Joint Photographic Experts Group image file format.  JPG files handle graphics with a large number of colors. They are best used for photographs on web pages.

**Palette**
A palette offers options for adjusting how a specific tool functions.

**Pixel**
The smallest unit within a graphic file.

**Resize**
To change the size of a graphic.

**Resolution**
The spacing of pixels or dots in a graphic. It is measured in pixels per square inch (ppi) or dots per square inch (dpi).

**RGB**
The color model of primary colors (red, green and blue) that are mixed to display the colors of pixels on a computer monitor.

**TIFF**
Tagged Image File Format. The file format typically used for graphics in print documents.

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